PORT JEFFERSON FREE LIBRARY
BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: October 26, 2026
Meeting Time: 5:00 p.m.

Present:
Kristen Reilly, Vice President
Joseph Orofino, Financial Officer
Nicole Connelly, Secretary
Emily Murphy, Trustee
Kristina Pedersen, Trustee
Andrew Thomas, Trustee
Jenny Bloom, Director
Jennifer DeLeo, Business Manager
Lisa McDonnell, Asst to the Business Manager

Absent w/Excuse: John Grossman, President

I. CALL TO ORDER, *introductory remarks*

K. Reilly called the meeting to order at 5:03 p.m.

A. Comments from the Board. None
B. Comments from the Public. None

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the October 26, 2026 Board of Trustee Meeting. (Murphy; Connelly) unanimously approved

MOTION to accept the minutes of the September 28, 2026 Board of Trustee Meeting. (Connelly; Orofino) unanimously approved

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the Months Ending September 30, 2026.

C. Reporting Payrolls and Warrants

1. FAO Warrants of September 11, 2026 ($77,669.76) and September 25, 2026 ($3,851.85).
2. Payroll Warrants of September 11, 2026 ($56,720.23) and September 25, 2026 ($58,189.50).
3. Capital Warrant of September 11, 2026 ($16,630.90) and October 26, 2026 ($11,951.74).
4. Warrant of October 26, 2026 ($47,769.06).

MOTION to accept all Financial Warrants as presented. (Orofino; Connelly) unanimously approved

IV. LIBRARY REPORTS

A. Director Report

- We have had two people pick up applications for the one Board Trustee position. The deadline to pick up applications is Friday, November 6th by 5:00 PM.
- We received a Suffolk Cooperative Library Systems draft 2027 operating budget.
- We have created a Patron Services Position to replace an employee who is retiring.
- We will be asking for motions to approve quotes for interior painting, work pods, carpeting, tables, chairs, shelving, workstations and brick engraving.

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B. Personnel

MOTION to accept the retirement of Library Clerk, Karen Rico, effective November 30, 2026. (Murphy; Thomas) unanimously approved

MOTION to accept the resignation of part-time Library Aide Elizabeth McKasty, effective October 31, 2026. (Thomas; Orofino) unanimously approved

MOTION to approve full time Patron Services Clerk position. (Orofino; Connelly) unanimously approved

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

A. SCLS

MOTION to approve payment to SCLS for EBSCO 2026-2027 renewal in the amount of $10,720. (Pedersen; Murphy) unanimously approved

B. Interior Renovation

MOTION to accept the quote from Pillar Designs LLC for pillar booths in the amount of $32,085.00. (Thomas; Orofino) unanimously approved

MOTION to accept the quote from NLI Inc for new carpet in adult services in the amount of $44,297.57. (Thomas; Orofino) unanimously approved

MOTION to accept the quote from Manolis Painting for interior painting in the amount of $18,500.00. (Pedersen; Connelly) unanimously approved

MOTION to rescind the August 24, 2026 motion to approve the bid from Officeworx for new cubicles in the amount of $34,605.00, not to exceed $38,000.00. (Orofino; Thomas) unanimously approved

MOTION to accept the quote from Teknion LLC for new cubicles in the amount of $33,132.69, not to exceed $38,000.00. (Connelly; Murphy) unanimously approved

MOTION to accept the quote from Allseating for chairs in the amount of $17,598.00. (Orofino; Pedersen) unanimously approved

MOTION to accept the quote from Studio TK for tables in the amount of $31,339.44. (Connelly; Murphy) unanimously approved

MOTION to accept the quote from Nickerson for shelving in the amount of $42,559.79. (Thomas; Pedersen) unanimously approved

C. Doors

MOTION to amend the motion from July 27, 2026 for Island Master Locksmith, LLC to install a new telescoping sliding door system in the amount of $14,358.98 to reflect the new name Summit Access & Security LLC. (Orofino; Connelly) unanimously approved

D. Capital Fund

MOTION to transfer $150,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account. (Orofino; Connelly) unanimously approved

E. Bricks

MOTION to approve the proposal from Fricke Memorial for a batch of engraved bricks not to exceed $11,000.00. (Thomas; Pedersen) unanimously approved

VII. CORRESPONDENCE AND COMMUNICATION

None

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VIII. COMMENTS FROM THE PUBLIC

None

IX. ADJOURNMENT

MOTION to adjourn the meeting at 5:58p.m. (Orofino; Pedersen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell

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