PORT JEFFERSON FREE LIBRARY
BOARD OF TRUSTEE MEETING MINUTES

Meeting Date: November 16, 2026
Meeting Time: 5:00 p.m.

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

Absent w/Excuse: Andrew Thomas, Trustee

I. CALL TO ORDER, *introductory remarks*

J. Grossman called the meeting to order at 5:01 p.m.

A. Comments from the Board. None
B. Comments from the Public. None
C. Library Audit Report

Al Coster, CPA of Baldessari & Coster LLP reviewed the Library Audit report as of June 30, 2026.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the November 16, 2026 Board of Trustee Meeting.
(Murphy; Connelly) unanimously approved
MOTION to accept the minutes of the October 26, 2026 Board of Trustee Meeting.
(Orofino; Connelly) unanimously approved

III. FINANCIAL REPORTS

A. Business Manager's Report to the Treasurer
B. Comparative Statements of Expenses and Revenue for the Months Ending October 31, 2026.
C. Reporting Payrolls and Warrants

1. FAO Warrants of October 09, 2026 ($82,254.09) and October 23, 2026. ($6,367.36).
2. Payroll Warrants of October 09, 2026 ($60,573.12) and October 23, 2026 ($61,492.88).
3. Capital Warrant of October 09, 2026 ($39,356.25), October 23, 2026 ($14,358.98) and November 16, 2026 ($1,500.00).
4. Warrant of November 16, 2026 ($418,737.21).

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

IV. LIBRARY REPORTS

A. Director Report

- We have two qualified applications to run for the one Board Trustee position. Our meet the Candidates night will be December 14th at 4:30 PM.
- On Monday November 23rd at 6:30 PM we will honor the athletes of the Port Jefferson community who have been inducted into the Sports Hall of Fame with a display.

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- We will be asking for a motion to cast a ballot in favor of the proposed SCLS Operating Budget for 2027.
- We will be asking for motions to purchase furniture.
- Pillar booth have been ordered and we are awaiting delivery dates.
- We continue to work with Kone to rebuild our elevator system.
- Carpet will be installed in the Mezzanine and Lower Stacks sometime in December.
- Tables for the Mezzanine have been ordered and we are awaiting delivery dates.
- Manolis Painting is in the process of painting the interior of the Library.
- We are waiting for an update from Office Worx on when the new cubicles will be delivered.

B. Personnel

None

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

A. Library Audit Report

MOTION to accept the June 30, 2026 Library Audit report as presented. (Pedersen; Murphy) unanimously approved

MOTION to approve payment to Baldessari & Coster LLP for the 2025-2026 Audit in the amount of $14,625.00. (Orofino; Reilly) unanimously approved

B. SCLS

MOTION to cast five votes in favor of the SCLS Trustee Candidate, Gail Lynch (Longwood). (Murphy; Connelly) unanimously approved

MOTION to cast a ballot in favor of the proposed SCLS Operating Budget for year 2027. (Connelly; Orofino) unanimously approved

C. NYSLRS

MOTION to approve the annual payment to New York State & Local Retirement System in the amount of $365,291.00. (Orofino; Reilly) unanimously approved

D. Furniture

MOTION to amend cost of the October 26, 2026 motion from Allseating for furniture from $17,598.00 to $17,914.71. (Connelly; Murphy) unanimously approved

MOTION to accept the quote from Nickerson for furniture in the amount of $8,200.00. (Connelly; Pedersen) unanimously approved

MOTION to accept the quote from Gus Designs Group Inc for furniture in the amount of $14,053.33. (Reilly; Connelly) unanimously approved

MOTION to accept the quote from Crow Works for furniture in the amount of $28,461.00. (Connelly; Orofino) unanimously approved

E. Fidelity

MOTION to purchase a 6-month Treasury Bill at $1,500,000.00 through Fidelity, November 19, 2026. (Orofino; Connelly) unanimously approved

F. Capital Fund

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

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VII. CORRESPONDENCE AND COMMUNICATION

None

VIII. COMMENTS FROM THE PUBLIC

None

IX. ADJOURNMENT

MOTION to adjourn the meeting at 6:16 p.m. (Reilly; Pedersen) unanimously approved

Respectfully submitted,

Nicole Connelly,
Secretary, Board of Trustees

Recorded by Lisa McDonnell

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