

**PORT JEFFERSON FREE LIBRARY  
LIBRARY BOARD OF TRUSTEE MEETING  
BOARD MEETING AGENDA**

Meeting Date: December 13, 2021  
Meeting Place: Library Conference Room  
Meeting Time: 6:00 p.m.

**I. CALL TO ORDER, *introductory remarks***

**II. COMMENTS FROM THE BOARD/PUBLIC**

**III. APPROVAL OF AGENDA/MINUTES**

MOTION to approve the agenda for the meeting of December 13, 2021.

MOTION to accept the minutes of the November 15, 2021 Board Meeting.

**IV. FINANCIAL REPORTS**

**A. Business Manager's report to the Treasurer**

**B. Comparative Statements of Expenses and Revenue for the Month Ending November 2021**

**C. Expenses at a Glance for December**

1. FAO Warrants of November 12, 2021 and November 26, 2021
2. Payroll Warrants of November 12, 2021 and November 26, 2021
3. Capital Warrant as of November 4, 2021
4. Warrant of December 13, 2021

MOTION to accept all Financial Warrants as presented.

**V. LIBRARY REPORTS**

**A. Director**

**B. Personnel**

MOTION to terminate the employment of part-time Custodian Joseph Fabbio, effective immediately.

**VI. UNFINISHED BUSINESS**

**A. Building Updates**

**VII. NEW BUSINESS**

**A. Library Audit Report**

MOTION to accept the June 30, 2021 Library Audit report as presented.

**B. Board of Trustees – Slate of Officer Nominations**

**C. Preliminary Budget Discussion**

**D. Library Attorney Contract Renewals**

MOTION to renew the 2022 retainer contracts with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$9,000.

**VIII. CORRESPONDENCE AND COMMUNICATION**

**IX. COMMENTS FROM THE PUBLIC**

Executive session (if necessary)

Reconvene to public session (if necessary)

**X. ADJOURNMENT**

*Annual Meeting: Wednesday, January 12, 2022 – 10:00 a.m.-9:00 p.m.*

*Next Board Meeting: Monday, January 24, 2021 – 6:00 p.m.*