

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: February 28, 2022  
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 February 28, 2022 Board of Trustee meeting.

**MOTION** to accept the minutes of the January 24, 2022 Board of Trustee meeting.

**MOTION** to accept the minutes of the February 7, 2022 Board of Trustee special meeting.

**MOTION** to accept the minutes of the February 17, 2022 Board of Trustee emergency meeting.

## **IV. FINANCIAL REPORTS**

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

### **B. Comparative Statements of Expenses and Revenue for the Month Ending January 2022**

### **C. Expenses at a Glance for February**

1. FAO Warrants of January 7, 2022 and January 21, 2022
2. Payroll Warrants of January 7, 2022 and January 21, 2022
3. Capital Warrants of January 7, 2022 and February 28, 2022
4. Warrant of February 28, 2022

**MOTION** to accept all Financial Warrants as presented.

**MOTION** to transfer funds in the amount of two million dollars from the savings account to the checking account.

## **V. LIBRARY REPORTS**

### **A. Director**

### **B. Personnel**

## **VI. UNFINISHED BUSINESS**

### **A. Building Updates**

## **VII. NEW BUSINESS**

**MOTION** to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2021 pending SCLS approval.

## **VIII. CORRESPONDENCE AND COMMUNICATION**

## **IX. COMMENTS FROM THE PUBLIC**

Executive session (if necessary)

Reconvene to public session (if necessary)

## **X. ADJOURNMENT**

*Next Board Meeting:*

*Monday, March 28, 2022 - 6:00 p.m.*

*Budget Informational Meeting*

*Monday, March 28, 2022 - 5:30 p.m.*