

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

Meeting Date: May 23, 2022  
Meeting Place: Library Conference Room  
Meeting Time: 5:00 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 May 23, 2022 Board of Trustee meeting.

**MOTION** to accept the minutes of the May 9, 2022 Board of Trustee meeting.

## **IV. FINANCIAL REPORTS**

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

### **B. Comparative Statements of Expenses and Revenue for the Month Ending April 30, 2022**

### **C. Reporting Payroll and Warrants**

1. FAO Warrants of April 1, 2022, April 15, 2022, and April 29, 2022

2. Payroll Warrants of April 1, 2022, April 15, 2022, and April 29, 2022

3. Capital Warrant of May 23, 2022

4. Warrant of May 23, 2022

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

## **V. LIBRARY REPORTS**

### **A. Director**

### **B. Personnel**

**MOTION** to appoint Eric Coverdale from Network and Technology Manager Step 7 at \$38.13 per hour to Network and Technology Manager Step 11 at \$42.63 per hour as Interim Department Head of Custodians, effective June 1, 2022.

**MOTION** to approve the hire of Gabriel Cesare, Rocca Carpinelli, Paul Cuomo, Kai Kubik, Yushan Pan, and Fiona Reichers as seasonal Summer Reading Pages at \$15.00 per hour, effective immediately.

## **VI. UNFINISHED BUSINESS**

### **A. Building Updates**

### **B. Policy Update**

Library Policies – Second Pass

**MOTION** to adopt the policy on Library Policies as presented.

## **VII. NEW BUSINESS**

### **A. Library Audit Proposal**

**MOTION** to accept the 2022 Library Audit Proposal from Baldessari & Coster LLP at a cost not to exceed \$12,000.

## **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, June 27, 2022 - 5:00 p.m.*