

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: June 27, 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 June 27, 2022 Board of Trustee meeting.

MOTION to accept the minutes of the May 23, 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 May 31, 2022

C. Reporting Payroll and Warrants

1. FAO Warrants of May 13, 2022 and May 27, 2022
2. Payroll Warrants of May 13, 2022 and May 27, 2022
3. Capital Warrant of May 27, 2022
4. Warrant of June 27, 2022

MOTION to accept all Financial Warrants as presented.

MOTION to accept the transfer of funds in the amount of \$18,992 from the General Fund into the Capital Fund.

V. LIBRARY REPORTS

A. Director

B. Personnel

MOTION to approve the May 2022 Draft Performance Evaluation of the Library Director as the Final Performance Evaluation.

MOTION to accept the resignation of part-time Adult Services Librarian Christine Lyons, effective June 30, 2022.

MOTION to increase vacation time for Business Assistant Lisa McDonnell to four weeks effective July 1, 2022.

MOTION to appoint Teen Librarian Jessica Mudano from Librarian Trainee step 1 at \$24.54 to Librarian I step 1 at \$35.49, effective immediately.

MOTION to approve a 2% pay increase to all confidential employees beginning July 1, 2022.

VI. UNFINISHED BUSINESS

Building Updates

VII. NEW BUSINESS

A. Reorganization

MOTION to accept the 2022 re-organization document as presented.

B. Bathroom Hand Dryers

MOTION to accept the quote from Anthem Electric, Inc. in the amount of \$6,800 to replace seven hand dryers in the Library bathrooms.

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, July 25, 2022 - 5:00 p.m.