

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: September 19, 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 September 19, 2022 Board of Trustee meeting.

MOTION to accept the minutes of the July 25, 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 Months Ending August 31, 2022 and September 30, 2022

C. Reporting Payrolls and Warrants

1. FAO Warrants of July 8, 2022 and July 22, 2022
2. Payroll Warrants of July 8 2022 and July 22, 2022
3. Capital Warrant of August 22, 2022
4. Warrant of August 22, 2022
5. FAO Warrants of August 5, 2022 and August 19, 2022
6. Payroll Warrants of August 5, 2022 and August 19, 2022
7. Capital Warrant of August 5, 2022
8. Warrant of September 19, 2022

MOTION to accept all Financial Warrants as presented.

MOTION to accept the transfer of funds in the amount of \$67,500 from the Operating Fund to the Capital Fund as per the April 5, 2022 Library Budget vote.

MOTION to approve payment to the Regan Agency for the 2022-2023 renewals for Library Insurances in the amount of \$26,301.14.

V. LIBRARY REPORTS

A. Director

B. Personnel

MOTION to accept the resignation of full-time Head Custodian Brian Mori, effective August 16, 2022.

MOTION to accept the resignation of part-time Custodian Carl Wilson, effective August 27, 2022.

MOTION to appoint part-time Custodian Scarlin Velasquez to full-time Custodian at same step, effective immediately.

MOTION to hire full-time Custodian John Mitchell, at Step 1 \$20.32 per hour, effective immediately.

MOTION to hire part-time Library Aide Theodore Penske, at Step 1 \$16.34 per hour, effective immediately.

MOTION to approve the monthly retainer fee of Treasurer/Claims Auditor, Lisa van Middlelem in the amount of \$550.00, effective immediately.

VI. UNFINISHED BUSINESS

A. Policy Updates

1. Petty Cash Policy - Draft
2. Library Vehicle Usage Policy - Draft

B. Building Updates

VII. NEW BUSINESS

A. NYLA Conference

MOTION to approve the NYLA conference attendance of Tom Donlon, Kim Zettwoch, and Sal Filosa, at a cost not to exceed \$2,000.00.

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, October 24, 2022 - 5:00 p.m.