

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: October 24, 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 October 24, 2022 Board of Trustees meeting.

MOTION to accept the minutes of the September 19, 2022 Board of Trustees meeting.

MOTION to accept the minutes of the October 14, 2022 Board of Trustees special meeting.

IV. FINANCIAL REPORTS

A. Business Manager's report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the Month Ending September 30, 2022

C. Reporting Payrolls and Warrants

1. FAO Warrants of September 2, 2022, September 16, 2022, and September 30, 2022

2. Payroll Warrants of September 2, 2022, September 16, 2022, and September 30, 2022

3. Capital Warrants of September 2, 2022, September 30, 2022, and October 24, 2022

4. Warrant of October 24, 2022

MOTION to accept all Financial Warrants as presented.

MOTION to transfer funds in the amount of \$550,000 from the Operating Fund to the Capital Fund for payment of roof work.

V. LIBRARY REPORTS

A. Director

B. Personnel

MOTION to appoint Eric Coverdale as permanent Department Head of Custodians, effective immediately.

VI. UNFINISHED BUSINESS

A. Building Updates

B. Policy Updates

1. Library Vehicle Usage Policy - Draft

VII. NEW BUSINESS

A. NYLA Conference

MOTION to amend the cost of the NYLA conference, September 19, 2022 motion, from \$2,000 to a cost not to exceed \$2,500.

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, November 14, 2022 - 5:00 p.m.