

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: December 12, 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 meeting of December 12, 2022.

MOTION to accept the minutes of the November 14, 2022 Board Meeting.

IV. FINANCIAL REPORTS

A. Business Manager's report to the Treasurer

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

C. Reporting Payrolls and Warrants

1. FAO Warrants of November 11, 2022 and November 25, 2022
2. Payroll Warrants of November 11, 2022 and November 25, 2022
3. Capital Warrants of November 11, 2022 and December 12, 2022
4. Warrant of December 12, 2022

MOTION to accept all Financial Warrants as presented.

V. LIBRARY REPORTS

A. Director

B. Personnel

MOTION to accept the resignation of full-time Custodian John Mitchell, effective December 30, 2022.

VI. UNFINISHED BUSINESS

A. Roof Replacement

MOTION to approve additional payment in the amount of \$18,850 to More Consulting Corp. for additional roof repairs.

VII. NEW BUSINESS

A. Board of Trustees – Slate of Officer Nominations

B. Preliminary Budget Discussion

C. New York State & Local Retirement System

MOTION to accept the annual payment due to New York State & Local Retirement System in the amount of \$215,219.

D. United States Postal Service Account

MOTION to replenish the United States Postal Service account balance in the amount of \$8,000.

VIII. CORRESPONDENCE AND COMMUNICATION

IX. COMMENTS FROM THE PUBLIC

Executive session (if necessary)

Reconvene to public session (if necessary)

X. ADJOURNMENT

Annual Meeting: Wednesday, January 11, 2023 – 10:00 a.m.-9:00 p.m.

Next Board Meeting: Monday, January 23, 2023 – 5:00 p.m.