

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: February 27, 2023
Meeting Place: Library Conference Room
Meeting Time: 5:00 p.m.

I. CALL TO ORDER, *introductory remarks*

- A. Comments from the Board**
- B. Comments from the Public**

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the February 27, 2023 Board of Trustee meeting.

MOTION to accept the minutes of the January 23, 2023 Board of Trustee meeting.

III. FINANCIAL REPORTS

A. Business Manager's report to the Treasurer

B. Comparative Statements of Expenses and Revenue for the Month Ending January 31, 2023

C. Reporting Payrolls and Warrants

1. FAO Warrants of January 6, 2023 and January 20, 2023
2. Payroll Warrants of January 6, 2023 and January 20, 2023
3. Capital Warrant of February 27, 2023
4. Warrant of February 27, 2023

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

A. Director

B. Personnel

MOTION to hire part-time Children's Librarian Trainee Amanda Costello at step 1 \$25.04 per hour, effective immediately.

MOTION to hire part-time Custodian Joseph Smith at step 1 \$20.32 per hour, effective immediately.

V. UNFINISHED BUSINESS

A. Building Updates

MOTION to accept the transfer of \$75,000.00 from the General Fund to the Capital Fund for payment of work at 114 Thompson Street.

VI. NEW BUSINESS

A. Annual Report

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2022 pending SCLS approval.

B. Landscaping Invoice

MOTION to approve the invoice from HomeStyle Landscaping & Design, Inc. in the amount of \$8,280.00 for the contract year March 15, 2023 to December 31, 2023.

C. SCLS Invoice

MOTION to approve the invoice from SCLS in the amount of \$94,232.00 for 2023 Overdrive service.

VII. CORRESPONDENCE AND COMMUNICATION

VIII. COMMENTS FROM THE PUBLIC

Executive session (if necessary)

Reconvene to public session (if necessary)

IX. ADJOURNMENT

Next Board Meeting: Monday, March 27, 2023 - 5:00 p.m.

Budget Informational Meeting: Monday, March 27, 2023 - 4:30 p.m.