

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: May 8, 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 April 24, 2023 Board of Trustee Meeting.
MOTION to accept the minutes of the March 27, 2023 Board of Trustee Meeting.
MOTION to accept the minutes of the March 27, 2023 Budget Informational Meeting.

III. FINANCIAL REPORTS

- A. Business Manager's Report to the Treasurer**
- B. Comparative Statements of Expenses and Revenue for the Month Ending March 31, 2023**
- C. Reporting Payrolls and Warrants**
 - 1. FAO Warrants of March 3, 2023, March 17, 2023, and March 31, 2023
 - 2. Payroll Warrants of March 3, 2023, March 17, 2023, and March 31, 2023
 - 3. Capital Warrants of March 3, 2023 and April 24, 2023
 - 4. Warrant of April 24, 2023

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

- A. Director**
- B. Personnel**

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. SCLS

MOTION to approve the invoice from SCLS in the amount of \$33,539.00 for 2023 membership.

B. BBS Architecture

MOTION to approve the invoice from BBS in the amount of \$31,542.99 for the design of 205 East Main Street.

C. NYS Deferred Compensation

MOTION to engage with New York State Deferred Compensation 457 plan to allow staff to invest in Roth IRA retirement accounts.

D. Record Disposal

MOTION to approve the disposal of various business office fiscal records from July 2014 through April 2017, as per the New York State record retention schedule.

E. Library Audit Proposal

MOTION to accept the 2023 Library Audit Proposal from Baldessari & Coster LLP at a cost not to exceed \$12,750.

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, May 22, 2023 - 5:00 p.m.