

# **PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA**

Meeting Date: June 20, 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 June 20, 2023 Board of Trustee Meeting.

**MOTION** to accept the minutes of the May 8, 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 Months Ending April 30, 2023 and May 31, 2023**
- C. Reporting Payrolls and Warrants**
  - 1. FAO Warrants of April 14, 2023, April 28, 2023, May 12, 2023, and May 26, 2023
  - 2. Payroll Warrants of April 14, 2023, April 28, 2023, May 12, 2023, and May 26, 2023
  - 3. Capital Warrants of May 26, 2023 and June 26, 2023
  - 3. Warrant of May 22, 2023

**MOTION** to accept all Financial Warrants as presented.

**MOTION** to pay the Warrant of June 26, 2023 and approve at the July Board Meeting.

## **IV. LIBRARY REPORTS**

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

**MOTION** to approve the hire of Gabriel Cesare, Rocco Carpinelli, Jacob Huwer, Kai Kubik, Joshua Garcia, Isabella Padilla, and Youssef Elbahey as seasonal Summer Reading Pages at \$15.00 per hour, effective immediately.

**MOTION** to approve a stipend for Librarian Salvatore Filosa in the amount of \$2,500, effective immediately.

**MOTION** to approve tuition reimbursement to Librarian Trainee Anne McNulty in the amount of \$7,020.00 for the Spring 2023 semester.

**MOTION** to approve the May 2023 Draft Performance Evaluation of the Library Director as the Final Performance Evaluation.

## **V. UNFINISHED BUSINESS**

**VI. NEW BUSINESS**

**A. Reorganization**

**MOTION** to accept the 2023 reorganization document as presented.

**B. Johnson Controls Fire Protection LP Invoice**

**MOTION** to approve payment to Johnson Controls Fire Protection LP in the amount of \$9,938.17.

**C. Anthem Electric Inc.**

**MOTION** to approve the quote from Anthem Electric Inc. not to exceed \$6,100.00 to install electric, not including permit fees etc., at 114 Thompson Street.

**D. Bank of America**

**MOTION** to close the Dime credit card and open a Bank of America credit card, effective immediately.

**MOTION** to open up a new bank account with Bank of America, effective immediately.

**MOTION** to add Positive Pay and Auto Check Return services to Bank of America bank accounts.

**E. Treasury Bond**

**MOTION** to roll over the three-month Treasury bond that matured on June 15, 2023 into a six-month Treasury bond.

**F. COVID Leave**

**MOTION** to follow New York State law regarding COVID leave to give staff five days of isolation leave if presented with a doctor administered positive COVID test.

**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, July 24, 2023 - 5:00 p.m.*