

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: August 14, 2023

Meeting Place: Library Conference Room

Secondary Meeting Place: Hartford Marriott Downtown 200 Columbus Blvd, Hartford, CT 06103, 21<sup>st</sup> floor Concierge Lounge.

Meeting Time: 4:00 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 July 24, 2023 Board of Trustee Meeting.

**MOTION** to accept the minutes of the June 20, 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 June 30, 2023**

### **C. Reporting Payrolls and Warrants**

1. FAO Warrants of June 9, 2023 and June 23, 2023

2. FAO Warrants of July 7<sup>th</sup> and July 21<sup>st</sup>, 2023

3. Payroll Warrants of June 9, 2023 and June 23, 2023 (includes health insurance rebate)

4. Payroll Warrants of July 7<sup>th</sup> and July 21<sup>st</sup>, 2023

3. Capital Warrants of June 1, 2023, June 26, 2023, and July 24, 2023

4. Warrants of June 1, 2023, June 26, 2023, and July 24, 2023

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

## **IV. LIBRARY REPORTS**

### **A. Director**

### **B. Personnel**

**MOTION** to accept the resignation of Head of Adult Services Librarian Samantha DiGiacomo, effective September 8, 2023.

**MOTION** to accept the resignation of part-time Library Aide Theodore Paul Penske, effective August 11, 2023.

**MOTION** to accept the resignation of Assistant to the Director Tori Marmol, effective August 4, 2023.

**MOTION** to approve the title change of part-time Children's Librarian Trainee Amanda Costello to part-time Children's Librarian I step 1 at \$36.92, effective July 6, 2023.

**MOTION** to accept the settlement agreement between Tori Marmol and the Board of Trustees to pay back the use of unaccrued Vacation time at the total amount of \$1,162.97, payable over 6 months starting August 18<sup>th</sup>, 2023

## **V. UNFINISHED BUSINESS**

### **A. Discussion of raises for Confidential Employees**

## **VI. NEW BUSINESS**

### **A. Library Contracts**

**MOTION** to accept the Comsewogue-Port Jefferson Library Services 2023-2024 Joint Contracts for service to Miller Place and Mount Sinai.

**MOTION** to switch the Library's Workers Compensation carrier from The Hartford to Utica National Insurance Group, effective August 1, 2023.

**MOTION** to switch the Library's Commercial, Auto & Umbrella Insurance Policies to Utica National Insurance Group, effective September 1, 2023.

**MOTION** to approve payment to ATM Butera Mason Contracting for the amount of \$6,900.00

**B. SCLS**

**MOTION** to approve payment to SCLS for the EBSCO renewal in the amount of \$10,305.00.

**MOTION** to approve payment to SCLS\_Telecommunications in the amount of \$9,900.00

**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, September 28, 2023 - 5:00 p.m.*