

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

Meeting Date: September 18, 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 September 18, 2023 Board of Trustee Meeting.

**MOTION** to accept the minutes of the August 14, 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 August 31, 2023**

**C. Reporting Payrolls and Warrants**

1. FAO Warrants of August 4, 2023 and August 18, 2023

2. Payroll Warrants of August 4, 2023 and August 18, 2023

3. Capital Warrants of August 28, 2023, and September 18, 2023

4. Warrants of August 28<sup>th</sup>, 2023, and September 18, 2023

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

**MOTION** to approve payment to SCLS in the amount of \$17,305 for Suffolk E Resources renewal.

**MOTION** to approve payment to Anthem Electric in the amount of \$6,100 for the electric at 114 Thompson Street.

**MOTION** to approve payment to A&D Dynamics in the amount of \$51,283 as the final installment for work at 114 Thompson Street.

**IV. LIBRARY REPORTS**

**A. Director**

**B. Personnel**

**V. UNFINISHED BUSINESS**

**Motion** to increase Jennifer DeLeo's hourly rate by 8% retro to July 1.

**VI. NEW BUSINESS**

**MOTION** to increase the amount previously approved at the September 2022 meeting from \$250,000 to \$275,000 for landscaping and masonry work at 114 Thompson Street.

**MOTION** to accept the revised quote from A&D Dynamics from \$187,132 to \$191,632 for masonry work done at 114 Thompson Street.

**MOTION** to accept the revised quote from Organically Green from \$39,675 to \$58,375 for landscaping done at 114 Thompson Street.

**MOTION** to transfer funds in the amount of \$130,000 from the Operating Fund to the Capital Fund for payment of masonry and landscaping work at 114 Thompson Street.

**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, October 23, 2023 - 5:00 p.m.*