

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: October 23, 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 October 23, 2023 Board of Trustee Meeting.

MOTION to accept the minutes of the September 18, 2023 Board of Trustee Meeting.

MOTION to accept the minutes of the October 2, 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 September 30, 2023

C. Reporting Payrolls and Warrants

1. FAO Warrants of September 1, 2023, September 15, 2023 and September 29, 2023.
2. Payroll Warrants of September 1, 2023, September 15, 2023 and September 29, 2023.
3. Capital Warrants of September 29, 2023 and October 23, 2023.
4. Warrants of October 23, 2023.

MOTION to accept all Financial Warrants as presented.

MOTION to approve payment to Anthem Electric in the amount of \$6,900 for Green Space electric.

MOTION to pay Hansen-Crowley Management, LLC a 1.5% increase, with a new monthly payment of \$4,002.65 beginning November 1, 2023

MOTION to move \$75,000 from our Dime Bank Savings Account to our Bank of America Budget Reserve Savings Account.

MOTION to move \$82,500 from the General Fund to the Capital Fund as per the April 4, 2023 budget vote.

IV. LIBRARY REPORTS

A. Director

B. Personnel

MOTION to accept the retirement of Library Clerk, Cynthia Stuart dated October 6, 2023.

MOTION to hire part-time Security Guard, Jason White at \$20.73 per hour, effective immediately.

MOTION to accept the resignation of Library Clerk, Barbara Jutting, effective October 28, 2023.

V. UNFINISHED BUSINESS

A. Office Renovation

VI. NEW BUSINESS

MOTION to accept the Thermal Solutions Maintenance and Service Agreement at a rate of \$6,455 annually, effective December 1, 2023.

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, November 27, 2023 - 5:00 p.m.