

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: November 27, 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 November 27, 2023 Board of Trustee Meeting.

MOTION to accept the minutes of the October 23, 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 October 31, 2023
- C. Reporting Payrolls and Warrants
 - 1. FAO Warrants of October 13, 2023, and October 27, 2023.
 - 2. Payroll Warrants of October 13, 2023, and October 27, 2023.
 - 3. Capital Warrants of November 27, 2023.
 - 4. Warrants of November 27, 2023.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

- A. Director
- B. Personnel

MOTION to rescind the October 23, 2023 appointment of Eric Coverdale as Facilities Manager.

MOTION to appoint Eric Coverdale as Administrative Assistant Network and Building Operations at \$48.80, retro to October 23, 2023.

MOTION to appoint part-time Purchasing Agent Stephen Boscarino to full-time Purchasing Agent at the same step, effective December 4, 2023.

V. UNFINISHED BUSINESS

- A. Trustee Election/Annual Meeting/Slate of Officers.
- B. 205 E Main discussion (building committee)
- C. **MOTION** to approve payment in the amount of \$31,443.79 to BBS Architects.
- D. **MOTION** to approve payment in the amount of \$6,177.08 to National Business Furniture.
- E. **MOTION** to approve payment in the amount of \$12,240 to Valerie Schwarz for Administrative consulting services from October 16, 2023 to November 17, 2023.

VI. NEW BUSINESS

- A. **MOTION** to accept the Pre-Employment Background Check policy.
- B. **MOTION** to cast five votes in favor of the SCLS Fiscal Year 2024 Operating Budget as presented.
- C. **MOTION** to cast five votes for Susan Tychnowicz for SCLS Board of Trustees.

D. MOTION to approve the annual payment in the amount of \$258,844 to New York State & Local Retirement System.

E. MOTION to approve payment in the amount of \$10,617.69 to EBSCO Information Services.

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, December 18, 2023 - 5:00 p.m.