

# PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: December 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 December 18, 2023 Board of Trustee Meeting.  
**MOTION** to accept the minutes of the November 27, 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 November 30, 2023**
- C. Reporting Payrolls and Warrants**
  - 1. FAO Warrants of November 10, 2023, and November 24, 2023.
  - 2. Payroll Warrants of November 10, 2023, and November 24, 2023.
  - 3. Capital Warrant of December 18, 2023.
  - 4. Warrant of December 18, 2023.

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

## **IV. LIBRARY REPORTS**

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

**MOTION** to accept the November 28, 2023 resignation of Carl Siegel from the Port Jefferson Free Library Board of Trustees.

**MOTION** to accept the resignation of part-time Library Aide, Ann Marie Beagen as of December 15, 2023.

**MOTION** to appoint part-time Purchasing Agent Stephen Boscarino to full-time Purchasing Agent at the same rate, effective January 1, 2024.

**MOTION** to change part-time Library Aide Kai Kubik from a sub to quarter time effective immediately.

## **V. UNFINISHED BUSINESS**

- A. 205 E Main St.**
- B. Slate of Officers**

**MOTION** to nominate the following for the Slate of Officers:

*John Grossman, President,*  
*Karyn Jensen, Vice President*  
*Joe Orofino, Financial Officer*  
*Nicole Connelly, Secretary*

**VI. NEW BUSINESS**

**A. Library Audit Report-Guest speaker Al Coster, CPA of Baldessari & Coster LLP**

**MOTION** to accept the June 30, 2023 Library Audit report as presented.

**MOTION** to approve payment in the amount of \$13,150 to Baldessari & Coster LLP.

**B. Surveillance Policy**

**MOTION** to accept the Surveillance Camera Policy as presented.

**VII. CORRESPONDENCE AND COMMUNICATION**

**A. DeMarco letter**

**VIII. COMMENTS FROM THE PUBLIC**

Executive session (if necessary)

Reconvene to public session (if necessary)

**IX. ADJOURNMENT**

*Annual Meeting: Wednesday, January 10, 2024 - 5:00 p.m.*

*Next Board Meeting: Monday, January 22, 2024 - 5:00 p.m.*