

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: February 26, 2024

Meeting Place: Library Conference Room

Secondary Meeting Place: Hartford Marriott, 200 Columbus Blvd., Hartford, CT 06103 Concierge Lounge

Meeting Time: 5:00 p.m.

I. CALL TO ORDER, *introductory remarks*

A. Comments from the Board.

B. Comments from the Public.

C. Annual Oath of Office for Board of Trustees.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the February 26, 2024 Board of Trustee Meeting.

MOTION to accept the minutes of the January 22, 2024 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 January 31, 2024

C. Reporting Payrolls and Warrants

1. FAO Warrants of January 5, 2024, and January 19, 2024.

2. Payroll Warrants of January 5, 2024, and January 19, 2024.

3. Capital Warrant of February 26, 2024.

4. Warrant of February 26, 2024.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

A. Director

B. Personnel

MOTION to accept the resignation of full time Library Clerk Ashley Bonura as of February 15, 2024.

MOTION to hire Emma Gutmann as full time Library Clerk at her existing rate of pay.

V. UNFINISHED BUSINESS

A. 205 E Main St.

B. Status Report on the Park at 114 by Eric Coverdale.

C. MOTION to approve payment in the amount of \$10,000 to Valerie Schwarz for Administrative consulting services from January 15 – February 15, 2024.

VI. NEW BUSINESS

A. Annual Report

MOTION to approve the Port Jefferson Free Library Annual Report for Public and Association Libraries-2023 pending SCLS approval.

B. Discussion of the Plaque and Opening of the Park at 114.

C. SCLS Invoice

MOTION to approve the invoice from SCLS in the amount of \$96,381 for 2024 Overdrive service.

D. Library Attorney Contract Renewals

MOTION to renew the 2024 retainer contracts with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$8,500.

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, March 25, 2024 - 5:00 p.m.

Budget Informational Meeting: Monday, March 25, 2024 - 4:30 p.m.