

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: July 22, 2024

Meeting Place: Library Conference Room

Secondary Meeting Place: Harford Marriott Downtown, 200 Columbus Blvd., Harford CT 06103 21st floor
Concierge Lounge

Meeting Time: 5:00 p.m.

I. CALL TO ORDER, *introductory remarks*

A. Comments from Mayor Sheprow.

B. Comments from the Board.

C. Comments from the Public.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the July 22, 2024 Board of Trustee Meeting.

MOTION to accept the minutes of the June 17, 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 June 30, 2024

C. Reporting Payrolls and Warrants

1. FAO Warrants of June 7, 2024, June 21, 2024.

2. Payroll Warrants of June 7, 2024, June 21, 2024.

3. Capital Warrants of June 7, 2024, June 21, 2024, July 5, 2024, July 22, 2024.

4. Warrant of July 22, 2024.

MOTION to accept all Financial Warrants as presented.

MOTION to transfer \$600,000.00 out of the BOA Budget Reserve Savings Account and into the BOA Capital Fund Checking Account.

IV. LIBRARY REPORTS

A. Director

B. Personnel

MOTION to rescind the June 17, 2024 employment offer made to Security Guard E.B, effective immediately.

MOTION to hire part-time Library Aide Gabriel Cesare as part-time Security Guard at \$21.15/hr., effective immediately

MOTION to approve the position of part-time Network & Systems Technician.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. 205 E Main Furniture

MOTION to approve payment to W.B Mason for Teen Center casework in the amount of \$40,985.95.

MOTION to approve payment to W.B Mason for Teen Center shelving in the amount of \$39,393.40.

MOTION to approve payment to W.B Mason for Teen Center chairs and tables in the amount of \$20,314.66.

B. Belfor

MOTION to approve payment to Belfor for construction and shelving relocation and installation for Friends book store in the amount of \$16,032.00.

C. Elevator

MOTION to approve the annual elevator maintenance contract from Kone Inc in the amount of \$2,167.68.

D. Contracts

MOTION to accept the Comsewogue-Port Jefferson Library Services 2024-2025 Joint Contracts for service to Miller Place and Mount Sinai.

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, August 26, 2024 - 5:00 p.m