

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: September 23, 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 the Board.

B. Comments from the Public.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the September 23, 2024 Board of Trustee Meeting.

MOTION to accept the minutes of the August 26, 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 August 31, 2024

C. Reporting Payrolls and Warrants

1. FAO Warrants of August 2, 2024, August 16, 2024 and August 30,2024.

2. Payroll Warrants of August 2, 2024, August 16, 2024 and August 30,2024.

3. Capital Warrants of August 2, 2024, August 16, 2024, August 30,2024 and September 23, 2024.

4. Warrant of September 23, 2024.

MOTION to accept all Financial Warrants as presented.

MOTION to transfer \$100,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account.

IV. LIBRARY REPORTS

A. Director

V. UNFINISHED BUSINESS

A. New Library Policies

Second reading and discussion of the Workplace Protection for Pregnant and Nursing Employees Policy.

Second reading and discussion of the Library Exhibit & Display Policy.

MOTION to approve the Workplace Protection for Pregnant and Nursing Employees Policy.

MOTION to approve the Library Exhibit & Display Policy.

VI. NEW BUSINESS

A. SCLS

MOTION to approve payment to SCLS in the amount of \$17,930 for Suffolk E Resources renewal.

B. Payroll Service Provider

MOTION to switch payroll service provider from Paychex to Accudata, effective immediately.

C. Dell

MOTION to approve quote from Dell in the amount of \$7,601.63 for a new server.

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, October 28, 2024 - 5:00 p.m