

# **PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA**

Meeting Date: December 16, 2024  
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 16, 2024 Board of Trustee Meeting.  
**MOTION** to accept the minutes of the November 18, 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 November 30, 2024**
- C. Reporting Payrolls and Warrants**
  - 1. FAO Warrants of November 8, 2024, and November 22, 2024.
  - 2. Payroll Warrants of November 8, 2024, and November 22, 2024.
  - 3. Capital Warrants of November 8, 2024 and December 16, 2024
  - 4. Warrant of December 16, 2024.

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

**MOTION** to transfer \$300,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account.

## **IV. LIBRARY REPORTS**

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

**MOTION** to approve a new Teen Center clerk position.

## **V. UNFINISHED BUSINESS**

- A. 205 E Main grand opening.**

## **VI. NEW BUSINESS**

- A. Library Audit Report**-guest speaker Al Coster, CPA of Baldessari & Coster LLP.  
**MOTION** to accept the June 30, 2024 Library Audit report as presented.  
**MOTION** to approve payment in the amount of \$13,600.00 to Baldessari & Coster LLP.
- B. 205 E Main**  
**MOTION** to approve payment to Belfor in the amount of \$100,325.94 for work completed at 205 E Main Street.
- C. MOTION** to approve payment to B&H in the amount of \$7,129.93 for gaming laptops.
- D. Board of Trustees – Slate of Officer Nominations**
- E. Preliminary Budget Discussion**

**VII. CORRESPONDENCE AND COMMUNICATION**

**VIII. COMMENTS FROM THE PUBLIC**

Executive session (if necessary)

Reconvene to public session (if necessary)

**IX. ADJOURNMENT**

*Annual Meeting: Wednesday, January 8, 2025 - 5:00 p.m.*

*Next Board Meeting: Monday, January 27, 2025 - 5:00 p.m.*