

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

Meeting Date: February 24, 2025  
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 February 24, 2025 Board of Trustee Meeting.  
**MOTION** to accept the minutes of the February 3, 2025 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, 2025**
- C. Reporting Payrolls and Warrants**
  - 1. FAO Warrants of January 3, 2025, January 17, 2025 and January 31, 2025
  - 2. Payroll Warrants of January 3, 2025, January 17, 2025 and January 31, 2025
  - 3. Capital Warrants of January 3, 2025, January 17, 2025, January 31, 2025, and February 24, 2025
  - 4. Warrant of February 24, 2025.

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

## **IV. LIBRARY REPORTS**

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

**MOTION** to appoint part-time Custodian Maybelline Escobar to full-time Custodian at the same rate effective immediately.

## **V. UNFINISHED BUSINESS**

- A. 205 E Main grand opening.**

## **VI. NEW BUSINESS**

- A. SCLS**

**MOTION** to approve payment to SCLS in the amount of \$96,523.00 for 2025 Overdrive service.

- B. Library Attorney Contract Renewals**

**MOTION** to renew the 2025 retainer contract with Kevin Seaman as General Counsel and Labor Counsel for an annual retainer of \$8,500.00.

- C. Annual Report**

**MOTION** to approve the Port Jefferson Annual Report for Public and Association Libraries-2024 Pending SCLS approval.

**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 24, 2025 - 5:00 p.m.*