

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: March 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 March 24, 2025 Board of Trustee Meeting.
MOTION to accept the minutes of the February 24, 2025 Board of Trustee Meeting.
MOTION to accept the minutes of the March 04, 2025 Board of Trustee Special Meeting.

III. FINANCIAL REPORTS

- A. Business Manager's Report to the Treasurer**
- B. Comparative Statements of Expenses and Revenue for the Month Ending February 28, 2025**
- C. Reporting Payrolls and Warrants**
 - 1. FAO Warrants of February 14, 2025, and February 28, 2025.
 - 2. Payroll Warrants of February 14, 2025, and February 28, 2025.
 - 3. Capital Warrants of February 14, 2025 and March 24, 2025.
 - 4. Warrant of March 24, 2025.

MOTION to accept all Financial Warrants as presented.
MOTION to transfer \$150,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account.

IV. LIBRARY REPORTS

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

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- A. Landscaping Contract**

MOTION to approve the contract from Homestyle Landscaping & Design in the amount of \$9,150.00 for the contract year March 15, 2025-December 31, 2025.
- B. 205 E Main**

MOTION to approve payment to Belfor in the amount of \$7,980.00 for work completed at 205 E Main Street
MOTION to approve payment to Belfor in the amount of \$103,539.05 for work completed at 205 E Main Street
- C. NYSHIP**

MOTION to approve new employees to be eligible for health insurance on the day of hire.

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, April 28, 2025 - 5:00 p.m.