

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: April 29, 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.

C. Deputy Superintendent Leister and Superintendent Schmettan will be presenting the Port Jefferson School District Budget.

II. APPROVAL OF AGENDA/MINUTES

MOTION to approve the agenda for the April 29, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the March 24, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the March 24, 2025 Budget Informational Meeting.

MOTION to accept the minutes of the March 27, 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 March 31, 2025

C. Reporting Payrolls and Warrants

1. FAO Warrants of March 14, 2025, and March 28, 2025.

2. Payroll Warrants of March 14, 2025, and March 28, 2025.

3. Capital Warrants of March 14, 2025, March 28, 2025 and April 28, 2025.

4. Warrant of April 28, 2025.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

A. Director Report

B. Personnel

MOTION to hire Anna Romero as part-time Network & Systems Technician at \$26.06/hr., effective immediately.

MOTION to approve an increase of the monthly retainer fee of Treasurer/Claims Auditor, Lisa Van Middlem to amount of \$625.00, effective July 1, 2025.

MOTION to close the Library to the public on Friday May 16, 2025 for a staff in-service day.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. 205 E Main

MOTION to approve the proposal from BBS Architects in the amount of \$6,752.50 for additional services for code compliance review and solutions at 205 E Main Street.

B. Firewall

MOTION to approve the proposal from Fluid Imagery in the amount of \$13,505.00 for firewall conversion.

MOTION to approve the proposal from Fluid Imagery in the amount of \$1,120.00 per month for firewall conversion support. (Not to exceed 3 months).

C. Duct Cleaning

MOTION to approve the proposal from Cunningham in the amount of \$14,250.00 for HVAC & duct cleaning.

D. Belfor

MOTION to approve proposal from Belfor in the amount of \$44,550.00 to connect and regrade walkway between the teen center and main library.

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, May 19, 2025 - 5:00 p.m.