

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: May 19, 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 May 19, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the April 29, 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 April 30, 2025**
- C. Reporting Payrolls and Warrants**
 - 1. FAO Warrants of April 11, 2025, and April 25, 2025.
 - 2. Payroll Warrants of April 11, 2025, and April 25, 2025
 - 3. Warrant of May 19, 2025.

MOTION to accept all Financial Warrants as presented.

MOTION to approve the transfer of the entire balance of the Fidelity Money Market account to the Bank of America Primary Reserve Savings account, effective immediately.

IV. LIBRARY REPORTS

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

MOTION to accept the resignation of part-time Library Aide Summer Vion as of May 10, 2025.

MOTION to accept the resignation of part-time Library Aide Lucy DeWitt effective immediately.

MOTION to hire Nicholas Knab as part-time Teen Librarian at \$37.67/hr., effective immediately.

MOTION to approve the hire of, Caiden Hassell, Finn Padilla, Jacob Huwer, Juliana Gamboa, Jenna Ebahey, Levitt Tishim, Paige Urcuiolio and Brian Hyryczas as seasonal Summer Reading Pages at \$16.50 per hour, effective immediately.

MOTION to approve the payment of the Comp Time balance of 70 hours to Jenny Bloom in the June 6, 2025 payroll.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- A. Bank of America Credit Card**

MOTION to approve payment to Bank of America Credit Card in the amount of \$11,602.39 for computer equipment, computer supplies, bus & rail and program supplies.

B. SCWA

MOTION to approve payment to SCWA for the Tap and Service Installation Contract in the amount of \$79,086.00, retroactive to October 31, 2024.

C. Library Audit Proposal

MOTION to accept the 2025 Library Audit Proposal from Baldessari & Coster LLP in the amount of \$13,250.00.

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, June 23, 2025 - 5:00 p.m.