

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

Meeting Date: June 11, 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**

**MOTION** to approve the agenda for the June 11, 2025 Board of Trustee Special Meeting.

## **III. LIBRARY REPORTS**

### **A. Personnel**

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

## **IV. UNFINISHED BUSINESS**

**MOTION** rescind the February 3, 2025 motion to accept the quote from Digital Provisions in the amount of \$18,140.00 for a server and licenses to support the new security camera system at 205 E Main.

## **V. NEW BUSINESS**

### **A. Health Insurance Rebate**

**MOTION** to approve the health insurance rebate in the amount of \$28,933.33, payable in the June 20, 2025 payroll warrant.

### **B. Copier Lease**

**MOTION** approve the copier lease agreement for 36 months from Toshiba in the amount of \$744.41 per month.

### **C. Ductwork**

**MOTION** to approve the proposal from Cunningham in the amount of \$5,450.00 to replace ductwork.

### **D. HVAC-** Discuss and ask for motion to choose vendor for new HVAC system.

### **E. Phone System-** Discuss phone issues and service.

## **VI. ADJOURNMENT**

*Next Board Meeting: Monday, June 23, 2025 - 5:00 p.m.*