

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: June 23, 2025

Meeting Place: Library Conference Room

Secondary Meeting Place: Harford Marriott Downtown, 200 Columbus Blvd., Harford CT 06103 21st floor
Concierge Lounge

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 June 23, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the May 19, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the June 11, 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 May 31, 2025

C. Reporting Payrolls and Warrants

1. FAO Warrants of May 09, 2025, and May 23, 2025.
2. Payroll Warrants of May 09, 2025, and May 23, 2025
3. Capital Warrant of May 9, 2025 and June 23, 2025.
4. Warrant of June 23, 2025.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

A. Director Report

B. Personnel

MOTION to approve a 2% pay increase to confidential employees Jennifer DeLeo and Lisa McDonnell beginning July 1, 2025

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 \$8,829.20 for programs bus & rail, staff day training, 3D printer and other miscellaneous items.

B. SCLS

MOTION to approve payment to SCLS in the amount of \$9,900 for Telecommunications annual payment.

C. Reorganization

MOTION to accept the 2025-2026 reorganization document as presented.

D. Board Calendar

MOTION to approve the 2026 Board of Trustees Meeting /Annual Election dates calendar

E. Approved Vendor List

MOTION to approve the vendor list for FAO warrant payments in the 2025-2026 fiscal year.

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