**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.

1. **Call to Order, *introductory remarks***
2. **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**

1. **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**

1. **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.

1. **Copier Lease**

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

1. **Ductwork**

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

1. **Directors Contract**

**MOTION** to authorize Board President, John Grossman to execute an Amendment to the agreement

between the Library and Director, Jenny Bloom.

1. **HVAC-** Discuss and ask for motion to choose vendor for new HVAC system.
2. **Phone System-** Discuss phone issues and service.

**VI. Comments from the public**

Executive session (if necessary)

Reconvene to public session (if necessary)

**VII. Adjournment**

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