

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: July 28, 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 July 28, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the June 23, 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 June 30, 2025**
- C. Reporting Payrolls and Warrants**
 - 1. FAO Warrants of June 06, 2025, and June 20, 2025.
 - 2. Payroll Warrants of June 06, 2025, and June 20, 2025
 - 3. Capital Warrant of July 28, 2025.
 - 4. Warrant of July 28, 2025.

MOTION to accept all Financial Warrants as presented.

MOTION to transfer \$150,000.00 out of the BOA Primary Reserve Savings Account and into the BOA Capital Fund Checking Account.

IV. LIBRARY REPORTS

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

MOTION to rescind the June 23, 2025 motion to hire part-time Library Aide Stephanie Manganello, effective immediately.

MOTION to hire Maria Gates as part-time Library Aide at \$17.36/hr., effective immediately.

MOTION to approve the reclassification of part-time Teen Librarian Trainee Nicole Vion to part-time Teen Librarian I, Step 1 at \$38.43/hr., effective August 1, 2025.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- A. Contracts**

MOTION to accept the Comsewogue-Port Jefferson Library Services 2025-2026 Joint Contracts for service to Miller Place and Mount Sinai.

B. Workman's Comp

MOTION to accept the annual workman's comp insurance bill in the amount of \$16,840.00 to be paid in 4 installments.

C. Amazon

MOTION to approve payment to Amazon in the amount of \$12,002.85 for Computers, Computer supplies and other miscellaneous items.

D. Fidelity

MOTION to purchase a 6-month Treasury Bill at \$2,000,000.00 through Fidelity.

MOTION to move \$500,000.00 from the BOA Primary Reserve Savings to the Fidelity Money Market Account.

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, August 25, 2025 - 5:00 p.m.