

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: September 29, 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 September 29, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the July 28, 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 Months Ending July 31, 2025 and August 31, 2025.

C. Reporting Payrolls and Warrants

1. FAO Warrants of July 04, 2025, and July 18, 2025.
2. Payroll Warrants of July 03, 2025, and July 18, 2025
3. Capital Warrant of August 01, 2025.
4. Warrant of August 25, 2025.
5. FAO Warrants of August 01, 2025, August 15, 2025, and August 29, 2025.
6. Payroll Warrants of August 01, 2025, August 15, 2025, and August 29, 2025.
7. Capital Warrant of September 29, 2025.
8. Warrant of September 29, 2025.

MOTION to accept all Financial Warrants as presented.

MOTION to accept the transfer of funds in the amount of \$90,495 from the Operating Fund to the Capital Fund as per the April 8, 2025 Library Budget vote.

IV. LIBRARY REPORTS

A. Director Report

B. Personnel

MOTION to accept the resignation of full-time Supervisory Library Custodian Scarlin Velasquez as of September 16, 2025.

MOTION to accept the resignation of part-time Library Aide Maria Gates as of October 2, 2025.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. Credit Card

MOTION to approve payment to Bank of America Credit Card in the amount of \$11,799.25 for hotel for conference, service contract, circulating hot spot renewal and other miscellaneous items.

B. Library Insurance

MOTION to approve payment to the Regan Agency for the 2025-2026 renewals for our Library insurances in the amount of \$35,093.18

C. SCLS

MOTION to approve payment to SCLS in the amount of \$10,720.00 for Ebsco renewal.

MOTION to approve payment to SCLS in the amount of \$18,390.80 for Suffolk E Resources renewal.

D. Amazon

MOTION to approve payment to Amazon in the amount of \$8,389.41 for computer equipment, and program & library supplies.

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, October 27, 2025 - 5:00 p.m.