

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: November 17, 2025

Meeting Place: Library Conference Room

Secondary Meeting Place: Hartford Marriott Downtown, 200 Columbus Blvd, Hartford, CT 06103

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 November 17, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the October 27, 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 October 31, 2025.

C. Reporting Payrolls and Warrants

1. FAO Warrants of October 10, 2025, and October 24, 2025.

2. Payroll Warrants of October 10, 2025, and October 24, 2025.

3. Warrant of November 17, 2025.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

A. Director Report

B. Personnel

MOTION to approve a 2% pay increase for the 5-year longevity award to confidential employee Lisa McDonnell beginning November 23, 2025.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. Library Audit Report-guest speaker Al Coster, CPA of Baldessari & Coster LLP.

MOTION to accept the June 30, 2025 Library Audit report as presented.

B. SCLS

MOTION to cast five votes in favor of the SCLS Fiscal Year 2026 Operating Budget as presented.

C. NYSLRS

MOTION to approve the annual payment in the amount of \$325,527 to New York State & Local Retirement System.

D. Thermal Solutions

MOTION to accept the Thermal Solutions Maintenance and Service Agreement at a rate of \$7,100.00 annually, effective December 1, 2025

E. COVID Leave

MOTION to rescind the June 20, 2023 motion regarding paid COVID leave to staff effective immediately.

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, December 15, 2025 - 5:00 p.m.