

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: December 15, 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 December 15, 2025 Board of Trustee Meeting.

MOTION to accept the minutes of the November 17, 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 November 30, 2025.**
- C. Reporting Payrolls and Warrants**
 - 1. FAO Warrants of November 7, 2025, and November 21, 2025.
 - 2. Payroll Warrants of November 7, 2025, and November 21, 2025.
 - 3. Capital Warrant of December 15, 2025.
 - 4. Warrant of December 15, 2025.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

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

MOTION to hire Amanda Lasorsa as part-time Teen Librarian at \$38.43/hr., effective immediately

MOTION to accept the resignation of part-time teen clerk Kerry Calace as of December 23, 2025.

V. UNFINISHED BUSINESS

- A. Plumbing Contract**

MOTION to revise the Belfor motion approved at the October 27, 2025 board meeting to increase the amount to \$30,000.

VI. NEW BUSINESS

- A. Searles**

MOTION to approve payment to Searles Graphics in the amount of \$365.00 per month for website maintenance through December 31, 2026.

- B. EBSCO**

MOTION to approve payment to EBSCO Information Service in the amount of \$10,534.12 for subscriptions renewal.

C. Preliminary Budget Discussion

A draft of the 2026-2027 budget will be reviewed and discussed. A more definitive budget will be discussed and adopted at the January Board of Trustees meeting.

D. Board of Trustees – Slate of Officer Nominations.

E. SCLS

MOTION approve opting into the SCLS coordinated order for DIA/SDWAN service with Lightpath.

MOTION to approve to payment to SCLS in the amount of \$12,000.00 annually for 1Gbps and SD-WAN service.

VII. CORRESPONDENCE AND COMMUNICATION

VIII. COMMENTS FROM THE PUBLIC

Executive session (if necessary)

Reconvene to public session (if necessary)

IX. ADJOURNMENT

Annual Meeting: Wednesday, January 7, 2026 - 5:00 p.m.

Next Board Meeting: Monday, January 26, 2026 - 5:00 p.m.