

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: March 02, 2026

Meeting Place: Library Conference Room

Secondary Meeting Place: 399 Hamilton St, Albany NY 12210

300 Park Ave, 12th Fl, New York, NY 10022

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 February Board of Trustee Meeting held on March 02, 2026.

MOTION to accept the minutes of the February 02, 2026 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 January 31, 2026.

C. Reporting Payrolls and Warrants

1. FAO Warrants of January 2, 2026, January 16, 2026 and January 30, 2026.

2. Payroll Warrants of January 2, 2026, January 16, 2026, and January 30, 2026.

3. Capital Warrant of January 16, 2026.

4. Warrant of February 23, 2026.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

A. Director Report

B. Personnel

MOTION to accept the resignation of part time Librarian Tiffany Ola as of March 7, 2026.

MOTION to appoint part-time Librarian Monica Williams to full-time Librarian as of March 09, 2026.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. SCLS

MOTION to approve payment to SCLS in the amount of \$102,304.24 for 2026 Overdrive service, overdues & constitutions.

B. Fidelity

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

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, March 23, 2026 - 5:00 p.m.