

PORT JEFFERSON FREE LIBRARY BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: August 24, 2026

Meeting Place: Library Conference Room

Secondary Meeting Place: 54 Mowing Way, Wilmington, VT 05363
309 Park Ave, 12th Floor, 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 August 24, 2026 Board of Trustee Meeting.

MOTION to accept the minutes of the July 27, 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 July 31, 2026.

C. Reporting Payrolls and Warrants

1. FAO Warrants of July 3, 2026, July 17 and July 31, 2026.
2. Payroll Warrants of July 3, 2026, July 17 and July 31, 2026.
3. Capital Warrant of July 31, 2026.
4. Warrant of August 24, 2026.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

A. Director Report

B. Personnel

MOTION to hire Giulia Laraia as a part-time Children's Librarian at \$39.20/hr., effective immediately.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. Capital Fund

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

B. Bank of America

MOTION to approve payment to Bank of America Credit Card for software & service contract renewal, Cradle of Aviation trip, patron cards & program supplies in the amount of \$10,469.84.

C. Library Insurance

MOTION to approve payment to the Regan Agency for the 2026-2027 renewals for our Library insurances in the amount of \$37,184.13.

D. Cubicle's

MOTION to approve the bid from Officeworx for new cubicles in the amount of \$34,605.00, not to exceed \$38,000.00.

E. Elevators

MOTION to approve a provisional bid from Kone for elevator repairs not to exceed \$85,000.00.

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, September 28, 2026 - 5:00 p.m.