PORT JEFFERSON FREE LIBRARY
BOARD OF TRUSTEE MEETING AGENDA

Meeting Date: October 26, 2026
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 October 26, 2026 Board of Trustee Meeting.

MOTION to accept the minutes of the September 28, 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 September 30, 2026.

C. Reporting Payrolls and Warrants

1. FAO Warrants of September 11 and September 25, 2026.
2. Payroll Warrants September 11 and September 25, 2026.
3. Capital Warrant of September 11, 2026 and October 26, 2026
4. Warrant of October 26, 2026.

MOTION to accept all Financial Warrants as presented.

IV. LIBRARY REPORTS

A. Director Report

B. Personnel

MOTION to accept the retirement of Library Clerk, Karen Rico, effective November 30, 2026.

MOTION to accept the resignation of part-time Library Aide Elizabeth McKasty, effective October 31, 2026.

MOTION to approve full time Patron Services Clerk position.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

A. SCLS

MOTION to approve payment to SCLS for EBSCO 2026-2027 renewal in the amount of $10,720.

B. Interior Renovation

MOTION to accept the quote from Pillar Designs LLC for pillar booths in the amount of $32,085.00.

MOTION to accept the quote from NLI Inc for new carpet in adult services in the amount of $44,297.57.

MOTION to accept the quote from Manolis Painting for interior painting in the amount of $18,500.00

MOTION to rescind the August 24, 2026 motion to approve the bid from Officeworx for new cubicles in the amount of $34,605.00, not to exceed $38,000.00.

MOTION to accept the quote from Teknion LLC for new cubicles in the amount of $33,132.69.

MOTION to accept the quote from Allseating for chairs in the amount of $17,598.00.

MOTION to accept the quote from Studio TK for tables in the amount of $31,339.44.

MOTION to accept the quote from Nickerson for shelving in the amount of $26,514.95.

C. Doors

MOTION to amend the motion from July 27, 2026 for Island Master Locksmith, LLC to install a new telescoping sliding door system in the amount of $14,358.98 to reflect the new name Summit Access & Security LLC.

D. Capital Fund

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

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, November 16, 2026 - 5:00 p.m.