

Regular Board Meeting

January 16, 2019

The meeting was called to order at 7:05 pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Victor Massian Jr., Gail Lynch-Bailey, Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guterres, and Secretary to the Board Mara Sigalas were present. Lauren O'Connell was late at 7:25 pm.

### **Approval of Agenda**

Victor Massian Jr. made a motion to approve the agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Approval of Minutes from December 19, 2018 Regular Board Meeting**

Victor Massian Jr. made a motion to approve the minutes of the December 19, 2019 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Period of Public Expression**

None

### **Treasurer's Report**

Victor Massian Jr. made a motion to approve the Treasurer's Report dated December 31, 2018 with an opening balance of \$3,354,650.49 and a closing balance of \$3,556,377.02. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Approval of Warrants**

Victor Massian Jr. made a motion to approve L Warrant #29 in the amount of \$51,763.07. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Credit Warrant #30 in the amount of \$1,950.26. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #31 in the amount of \$271,859.47. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #32 in the amount of \$182,660.61. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #33 in the amount of \$256,478.74. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve T&A Warrant #18 in the amount of \$869.54. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve T&A Warrant #19 in the amount of \$142,270.18. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr made a motion to approve T&A Warrant #20 in the amount of \$113,687.46. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Building Fund**

Victor Massian Jr. made a motion to approve Building Fund H Warrant #10 in the amount of \$1,918.18. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Correspondence and Unfinished Business**

The board reviewed 1 piece of correspondence (complimentary letter from patron).

### **New Business**

Gail Lynch-Bailey made a motion to approve the operating budget for the fiscal year 2019-2020 for the Longwood Public Library which shall be \$7,965,555 and includes the bond payment of \$1,152,006, for a total of which \$7,757,055 shall be raised by taxation. Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve the resolution to designate the officials to act at the Annual Election and Budget Vote of April 2, 2019. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the resolution declaring amnesty for all library materials on the day of the budget vote, April 2, 2019. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the increase of staff mileage reimbursement effective January 16, 2019, in alliance with the IRS rate. Seconded by Gail Lynch-Bailey Motion approved unanimously.

Lauren O'Connell made a motion to authorize the deposit of funds received in the amount of \$5,000 from Suffolk Cooperative Library System, representing our portion of the 2019-2020 Senate Bullet Aid grant into the General Operating Fund, Telecommunications line, to offset the cost of quadrupling the library's bandwidth. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the revisions to Policy 400-37 Travel Reimbursement. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to award the refurbishment of the island garden bed near the driveway to Scenic Designs (East Moriches, NY) in the amount of \$5300. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **General Discussion**

None

### **Executive Session Motion**

Lauren O'Connell made a motion to move into executive session at 8:25 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Victor Massian Jr. Motion approved unanimously. Victor Massian Jr. made a motion to move out of executive session at 8:40 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Personnel Report**

Lauren O'Connell made a motion to accept the Personnel Report dated January 16, 2019 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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**Motion to Adjourn**

Victor Massian Jr. made a motion to adjourn the meeting at 8:42 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Secretary to the Board

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