

Longwood Public Library
Board of Trustees Regular Meeting Minutes
January 21, 2026
Kovarik Room

The meeting was called to order at 7:03 pm by President Victor Massian Jr. Library Trustees Gretchen Rodney, Gail Lynch-Bailey, Clayton Hudson, Tracy Caliendo, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Kathleen Perrone, and Secretary to the Director Mara Sigalas were in attendance.

APPROVAL OF AGENDA

Clayton Hudson made a motion to approve the agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE DECEMBER 17, 2025 REGULAR BOARD MEETING

Tracy Caliendo made a motion to approve the minutes from the December 17, 2025 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Clayton Hudson made a motion to approve the Treasurer's Report dated December 31, 2025 with an opening balance of \$5,141,549.50 and a closing balance of \$5,399,635.51. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF WARRANTS

Clayton Hudson made a motion to approve Warrant L-35 in the amount of \$1,353.86. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-36 in the amount of \$521,609.79. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Credit Warrant L-37 in the amount of \$1,868.77. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-38 in the amount of \$103,365.40. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-39 in the amount of \$300,995.91. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-40 in the amount of \$558,780.43. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

Longwood Public Library
Board of Trustees Regular Meeting Minutes
January 21, 2026
Kovarik Room

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Gail Lynch Bailey made a motion to approve the operating budget for Longwood Public Library for the 2026–2027 fiscal year in the amount of \$9,858,162, including a bond payment of \$1,181,375, of which \$9,253,162 shall be raised by taxation. Seconded by Tracy Caliendo. Motion approved unanimously.

Tracy Caliendo made a motion to approve the resolution to designate the election officials to act at the Annual Election and Budget Vote on April 14, 2026. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey mad a motion to approve the revision to policy 700-10 Borrower Registration. Seconded by Tracy Caliendo. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 7:46 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Tracy Caliendo. Motion approved unanimously.

Gail-Lynch Bailey made a motion to move out of executive session at 9:05 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

PERSONNEL REPORT

Gail Lynch-Bailey made a motion to approve the revised personnel report dated January 21, 2026 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

MOTION TO ADJOURN

Gail Lynch-Bailey made a motion to adjourn the meeting at 9:06 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board