

Longwood Public Library  
Board of Trustees Regular Meeting Minutes  
October 15, 2025  
Kovarik Room

The meeting was called to order at 7:05 pm by Vice-President Gail Lynch-Bailey. Clayton Hudson, Tracy Caliendo, Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Kathleen Perrone, and Secretary to the Director Mara Sigalas were in attendance. Victor Massian Jr. arrived at 7:23 pm with prior notice.

### **APPROVAL OF AGENDA**

Clayton Hudson made a motion to approve the agenda. Seconded by Tracy Caliendo. Motion approved unanimously.

### **APPROVAL OF MINUTES FROM THE SEPTEMBER 17, 2025 REGULAR BOARD MEETING**

Tracy Caliendo made a motion to approve the minutes from the September 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 September 30, 2025 with an opening balance of \$5,609,104.55 and a closing balance of \$5,754,547.56. Seconded by Tracy Caliendo. Motion approved unanimously.

### **APPROVAL OF WARRANTS**

Clayton Hudson made a motion to approve Warrant L-14 in the amount of \$393.58. Seconded by Tracy Caliendo. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-15 in the amount of \$15,179.22 . Seconded by Tracy Caliendo. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-16 in the amount of \$565,806.07 . Seconded by Tracy Caliendo. Motion approved unanimously.

Clayton Hudson made a motion to approve Credit Warrant L-17 in the amount of \$282.00 . Seconded by Tracy Caliendo. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-18 in the amount of \$295,320.46. Seconded by Tracy Caliendo. Motion approved unanimously.

### **CORRESPONDENCE AND UNFINISHED BUSINESS**

The board reviewed two pieces of correspondence, one from patron Judith Youngerman and one from Suffolk County Industrial Development Agency.

### **PERIOD OF PUBLIC EXPRESSION**

None

### **NEW BUSINESS**

Tracy Caliendo made a motion to approve the revision to policy 600-35 Designated Spaces. Seconded by Clayton Hudson. Motion approved unanimously.

Tracy Caliendo made a motion to approve the awarding of the snow removal contract for the 2025/2026 winter season to Heidrich Landscaping Inc. (Coram, NY), in the total amount of \$10,500. Seconded by Clayton Hudson. Motion approved unanimously.

The Board reviewed a draft of the SCLS 2026 Operating Budget.

### **EXECUTIVE SESSION MOTION**

Tracy Caliendo made a motion to move into executive session at 7:54 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Clayton Hudson. Motion approved unanimously.

Tracy Caliendo made a motion to move out of executive session at 8:41 pm. Seconded by Clayton Hudson. Motion approved unanimously.

### **PERSONNEL REPORT**

Victor Massian Jr. made a motion to approve the personnel report dated October 15, 2025 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

### **MOTION TO ADJOURN**

Victor Massian Jr. made a motion to adjourn the meeting at 8:42 pm. Seconded by Clayton Hudson. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board