

LONGWOOD PUBLIC LIBRARY

Regular Board Meeting

October 18, 2017

The meeting was called to order at 7:00 pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Victor Massian Jr., Lauren O'Connell, Gretchen Cotton Rodney, Library Director Lisa Jacobs, Principal Account Clerk Linda Guteres, and Secretary to the Board Mara Sigalas were present.

APPROVAL OF AGENDA

Lauren O'Connell made a motion to approve the agenda as amended. Seconded by Victor Massian Jr. Motion approved unanimously.

APPROVAL OF MINUTES FROM REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes of the Board Meeting of September 20, 2017. Seconded by Victor Massian Jr. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated July 31, 2017, with an opening balance of 3,341,139.13 and a closing balance of 3,546,106.15. Seconded by Lauren O'Connell. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve Credit L Warrant # 14 in the amount of \$2,390.39. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Credit L Warrant # 15 in the amount of \$17,177.10. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Credit L Warrant # 16 in the amount of \$270,940.63. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 17 in the amount of \$237,549.33. Seconded by Victor Massian Jr. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Warrant # 18 in the amount of \$339,325.57. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 9 in the amount of \$141,133.47. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 10 in the amount of \$135.80. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 11 in the amount of \$151,391.32. Seconded by Lauren O'Connell. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant # 6 in the amount of \$19,282.50. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant # 7 in the amount of \$12,113.37. Seconded by Lauren O'Connell. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

NEW BUSINESS

BUILDING REPAIRS/RENOVATIONS

Gail Lynch-Bailey made a motion to approve the proposal of HVAC repairs by Dynaire Service Corporation, Mineola NY in the amount of \$6,819. Seconded by Victor Massian Jr. Motion approved unanimously.

POLICY MANUAL REVISIONS

Victor Massian Jr. made a motion to approve the revisions of Policy 800-30 Procurement and Policy 600-20 Public Behavior Rules and Regulations. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

CAPITAL EQUIPMENT DISCARD

Victor Massian Jr. made a motion to approve discard of one Dell OptiPlex 780 Computer Inventory # 1613 and one Star TSP650 Receipt Printer Inventory # 1484. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

GENERAL DISCUSSION

None

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 8:12 pm to discuss personnel appointments and employee histories. Seconded by Lauren O'Connell. Motion approved unanimously. Gretchen Cotton Rodney made a motion to move out of executive session at 8:25 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

REVISED PERSONNEL REPORT

Lauren O'Connell made a motion to accept the revised Personnel Report dated October 18, 2017 as presented. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 8:26 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board