

**LONGWOOD PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
OCTOBER 18, 2023  
KOVARIK ROOM**

The meeting was called to order at 7:04pm by President Theresa Germano. Library Trustees, Gail Lynch-Bailey, Lauren O'Connell, Victor Massian Jr., Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres were in attendance.

**APPROVAL OF AGENDA**

Lauren O'Connell a motion to approve the agenda. Seconded by Gretchen Rodney. Motion approved unanimously.

**APPROVAL OF MINUTES FROM THE SEPTEMBER 20, 2023 REGULAR BOARD MEETING**

Lauren O'Connell made a motion to approve the minutes from the September 20, 2023 Regular Board Meeting. Seconded by Gretchen Rodney. Motion approved unanimously.

**PERIOD OF PUBLIC EXPRESSION**

Stephanie VanDenburg, President of Friends of the Library, addressed the Board.

**TREASURER'S REPORT**

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated September 30, 2023 with an opening balance of \$5,445,483.16 and a closing balance of \$5,616,395.12. Seconded by Lauren O'Connell. Motion approved unanimously.

**APPROVAL OF WARRANTS**

Gail Lynch-Bailey made a motion to approve L Warrant #17 in the amount of \$389.51. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #18 in the amount of \$6,640.93. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #19 in the amount of \$501,174.51. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant #20 in the amount of \$390.00. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #21 in the amount of \$264,398.90. Seconded by Lauren O'Connell. Motion approved unanimously.

**CORRESPONDENCE AND UNFINISHED BUSINESS**

**LONGWOOD PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
OCTOBER 18, 2023  
KOVARIK ROOM**

None

**PERIOD OF PUBLIC EXPRESSION**

None

**NEW BUSINESS**

Lauren O'Connell made a motion to approve the revisions to policies 600-188 Print, Copy, Fax and Scan Services, 700-50 Loan Rules and Borrowing Privileges, and 400-51 Jury Duty. Seconded by Gretchen Rodney. Motion approved unanimously.

The Board reviewed a Draft of the SCLS 2024 Operating Budget.

**EXECUTIVE SESSION MOTION**

Victor Massian Jr. made a motion to move into executive session at 7:53pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to move out of executive session at 8:54pm. Seconded by Lauren O'Connell. Motion approved unanimously.

**PERSONNEL REPORT**

Gail Lynch-Bailey made a motion to approve the personnel report dated October 18, 2023 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

**MOTION TO ADJOURN**

Victor Massian Jr. made a motion to adjourn the meeting at 8:55pm. Seconded by Lauren O'Connell. Motion approved unanimously.

---

Linda Guterres  
Business Manager

---

Secretary of the Board