

Longwood Public Library Board of Trustees Meeting

October 21, 2020

Held via Zoom public call in number 1-646-558-8656

Meeting ID: 838 2472 1180 Password: 214433

The meeting was called to order at 7:02 pm by President Victor Massian Jr. Library Trustees Gretchen Cotton Rodney, Lauren O'Connell, Gail Lynch-Bailey, Theresa Germano, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres and Secretary to the Board Mara Sigalas were present.

Approval of Agenda

Lauren O'Connell made a motion to approve the agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Minutes from the September 16, 2020 Regular Board Meeting via Zoom. Meeting ID 862 7318 2543 (COVID 19 Pandemic).

Gretchen Cotton Rodney made a motion to approve the minutes of the September 16, 2020 Board Meeting. Seconded by Lauren O'Connell. Motion approved unanimously.

Period of Public Expression

None

Treasurer's Report dated September 30, 2020

Theresa Germano made a motion to approve the Treasurer's Report dated September 30, 2020 with an opening balance of \$4,263,830.05 and a closing balance of \$4,501,859.70. Seconded by Lauren O'Connell. Motion approved unanimously.

Approval of Warrants

Theresa Germano made a motion to approve L Credit Warrant #14 in the amount of \$53,829.34. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #15 in the amount of \$54,587.52.
Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #16 in the amount of \$295,525.43.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #17 in the amount of \$1,146.78.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #18 in the amount of \$719,866.00.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #19 in the amount of \$279,465.08.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #8 in the amount of \$332.10.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #9 in the amount of \$118,769.50.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #10 in the amount of \$156,875.79.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #11 in the amount of \$122,329.11.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence

The Board reviewed four pieces of correspondence (2 pieces from Kevin Verbesey, SCLS Director; Thank you letter from Ed Wendol, SCLS Board member; Thank you letter from Kelly A. Guerin, Postmaster, Upton Post Office).

New Business

Lauren O’Connell made a motion to approve the revisions to Policy 600-01 COVID-19, Limits on Library Services. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O’Connell made a motion to approve the discard of:

- 1 Dell OptiPlex 9020 Inventory # 1873
- 1 Dell OptiPlex 9020 Inventory # 1871
- 1 Dell OptiPlex 780 Inventory # 1614
- 1 Kodak Scanner Kiosk Inventory # 1670

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

General Discussion

None

Executive Session Motion

Gail Lynch-Bailey made a motion to move into executive session at 8:08 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to move out of executive session at 8:43 pm. Seconded by Lauren O’Connell. Motion approved unanimously.

Personnel Report

Gail Lynch-Bailey made a motion to approve the personnel report dated September 16, 2020 as presented. Seconded by Lauren O’Connell. Motion approved unanimously.

Motion to Adjourn

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:44 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

Secretary to the Board

Secretary of the Board