

LONGWOOD PUBLIC LIBRARY

Regular Board Meeting

November 15, 2017

The meeting was called to order at 7:01pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Victor Massian Jr., Lauren O'Connell, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guteres, and Secretary to the Board Mara Sigalas were present. Gretchen Cotton Rodney arrived at 8:00 PM with prior notice.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM REGULAR BOARD MEETING

Lauren O'Connell made a motion to approve the minutes of the Board Meeting of October 18, 2017. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated October 31, 2017 with an opening balance of 3,546,106.15 and a closing balance of 3,660,949.56. Seconded by Lauren O'Connell. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve L Warrant # 19 in the amount of \$55,209.56. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Credit L Warrant # 20 in the amount of \$1,255.00. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Credit L Warrant # 21 in the amount of \$131,432.39. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 22 in the amount of \$799,667.12. Seconded by Lauren O'Connell. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve T&A Warrant # 12 in the amount of \$143,401.78. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 13 in the amount of \$117.22. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 14 in the amount of \$115,710.44. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve V Warrant # 2 in the amount of \$212,371.88. Seconded by Lauren O'Connell. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant # 8 in the amount of \$14,359.43. Seconded by Victor Massian Jr. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

NEW BUSINESS

SCLS 2018 OPERATING BUDGET BALLOT

Gail Lynch-Bailey made a motion to approve the 2018 SCLS Budget as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

POLICY MANUAL REVISIONS

Lauren O'Connell made a motion to approve the deletion of Policy 600-155, Notification and Dissemination of Information on Sex Offenders Placed within the Community (Megan's Law). Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

RESOLUTION

Lauren O'Connell made a motion to authorize the opening of a savings account at Peoples' United Bank to use for processing all Square credit/debit transactions. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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PAYROLL DATE REVISION

Lauren O'Connell made a motion to approve the revision to the payroll schedule to reflect change of date of payroll from Friday, November 24, 2017 to Wednesday, November 22, 2017. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

CAMPUS MAINTENANCE

Lauren O'Connell made a motion to approve the award of the snow removal contract for December 1, 2017 through April 2018 to All Island Landscaping (Ridge, NY) for an annual sum of \$6,500. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve the installation of wood guide rail to RFC (Ridge, NY) in the amount of \$4,800. Seconded by Victor Massian Jr. Motion approved unanimously.

CAPITAL EQUIPMENT DISCARD

Victor Massian Jr. made a motion to approve discard of one Microsoft SP 200 Microfilm Reader, one Buhl Projector Lens, one 4600 Kodak Slide Projector and case. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

GENERAL DISCUSSION

None

EXECUTIVE SESSION MOTION

Lauren O'Connell made a motion to move into executive session at 8:35 pm to discuss personnel appointments and employee histories. Seconded by Victor Massian Jr. Motion approved unanimously. Lauren O'Connell made a motion to move out of executive session at 9:01 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

PERSONNEL REPORT

Lauren O'Connell made a motion to accept the revised Personnel Report dated November 15, 2017 as presented. Seconded by Theresa Germano. Motion approved unanimously.

MOTION TO ADJOURN

Lauren O'Connell made a motion to adjourn the meeting at 9:03 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board