

Longwood Public Library
Board of Trustees Regular Meeting Minutes
November 19, 2025
Kovarik Room

The meeting was called to order at 7:01 pm by President Victor Massian Jr. Gail Lynch-Bailey, Clayton Hudson, Tracy Caliendo, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Kathleen Perrone, and Secretary to the Director Mara Sigalas were in attendance. Gretchen Rodney was absent with prior notice.

APPROVAL OF AGENDA

Gail Lynch-Bailey made a motion to approve the agenda. Seconded by Clayton Hudson. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE OCTOBER 15, 2025 REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes from the October 15, 2025 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

YEAR END AUDIT REPORT

Al Coster of Baldessari & Coster, LLP, presented the audit of the finances of the Longwood Public Library for the year ending June 30, 2025.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Clayton Hudson made a motion to approve the Treasurer's Report dated October 31, 2025 with an opening balance of \$5,754,547.56 and a closing balance of \$5,819,960.99. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF WARRANTS

Clayton Hudson made a motion to approve Warrant L-19 in the amount of \$232,397.06. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-20 in the amount of \$305,398.56. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-21 in the amount of \$214.33. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Credit Warrant L-22 in the amount of \$575.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Clayton Hudson made a motion to approve Credit Warrant L-23 in the amount of \$12,784.74. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-24 in the amount of \$526,271.69. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-25 in the amount of \$905,950.92. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-26 in the amount of \$596,551.75. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-27 in the amount of \$0.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Tracy Caliendo made a motion to approve Warrant V-1 in the amount of \$137,000.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

Gail Lynch-Bailey made a motion to approve the 2026 SCLS Budget. Seconded by Tracy Caliendo. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Gail Lynch-Bailey made a motion to table the acceptance of the audit of finances of Longwood Public Library for year ending June 30, 2025. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the discard of:

1	Dell Mobile Computing Cart ERGITD-001	Inventory # 1859
1	LocknCharge Carrier 10 Charging Station Grey/White - LNC8200	no visible inventory tag

Seconded by Tracy Caliendo. Motion approved unanimously.

EXECUTIVE SESSION MOTION

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Gail Lynch-Bailey made a motion to move into executive session at 8:15 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Clayton Hudson. Motion approved unanimously.

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

PERSONNEL REPORT

Gail Lynch-Bailey made a motion to approve the personnel report dated November 19, 2025 as presented. Seconded by Clayton Hudson. Motion approved unanimously.

MOTION TO ADJOURN

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:55 pm. Seconded by Tracy Caliendo. Motion approved unanimously.

Secretary to the Board

Secretary of the Board