

Longwood Public Library
Board of Trustees Regular Meeting Minutes
December 17, 2025
Kovarik Room

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM THE NOVEMBER 19, 2025 REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes from the November 19, 2025 Regular Board Meeting. Seconded by Gretchen Rodney. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gretchen Rodney made a motion to approve the Treasurer's Report dated November 30, 2025 with an opening balance of \$5,819,960.99 and a closing balance of \$5,141,549.50. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF WARRANTS

Gretchen Rodney made a motion to approve Credit Warrant L-28 in the amount of \$150.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-29 in the amount of \$605.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-30 in the amount of \$529,079.54. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Gretchen Rodney made a motion to approve Warrant L-31 in the amount of \$140,227.09. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve Credit Warrant L-32 in the amount of \$176,349.68. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-33 in the amount of \$0.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-34 in the amount of \$575,067.45. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

Gail Lynch-Bailey made a motion to approve the audit of finances of Longwood Public Library, year ending June 30, 2025. Seconded by Gretchen Rodney. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Gail Lynch-Bailey made a motion to table the policy revision of 300-10 Employee Selection. Seconded by Gretchen Rodney. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Gail Lynch-Bailey made a motion to move into executive session at 7:57 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Rodney. Motion approved unanimously.

Gail-Lynch Bailey made a motion to move out of executive session at 8:50 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

PERSONNEL REPORT

Gail Lynch-Bailey made a motion to approve the personnel report dated December 17, 2025 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

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MOTION TO ADJOURN

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:51 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board