

Longwood Public Library
Board of Trustees Meeting Minutes
December 21, 2022
Kovarik Room

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

Approval of Agenda

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

Approval of Minutes from the November 16, 2022 Board Meeting

Lauren O'Connell made a motion to approve the minutes from the November 16, 2022 Board meeting. Seconded by Gretchen Rodney. Motion approved unanimously.

Year End Audit Report

Al Coster of Baldessari & Coster, LLP, made a presentation to the Board of Trustees concerning the audit of the finances of the Longwood Public Library for the year ending June 30, 2022.

Period of Public Expression

None

Treasurer's Report

Lauren O'Connell made a motion to approve the Treasurer's Report dated November 30, 2022 with an opening balance of \$5,689,193.37 and a closing balance of \$5,541,647.16. Seconded by Theresa Germano. Motion approved unanimously.

Approval of Warrants

Lauren O'Connell made a motion to approve L Warrant #29 in the amount of \$55.00. Seconded by Gretchen Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #30 in the amount of \$10,060.21. Seconded by Gretchen Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #31 in the amount of \$463,148.92. Seconded by Gretchen Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #32 in the amount of \$650.00. Seconded by Gretchen Rodney. Motion approved unanimously.

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Lauren O'Connell made a motion to approve L Warrant #33 in the amount of \$ 264,271.77. Seconded by Gretchen Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #34 in the amount of \$429,130.50. Seconded by Gretchen Rodney. Motion approved unanimously.

New Business

Theresa Germano made a motion to approve the audit of the finances of the Longwood Public Library for the year ending June 30, 2022. Seconded by Gretchen Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve Langistics Networks (Holbrook, NY), to set up, install and configure 17 new desktops for a total of \$6375. Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve the addition of policies 400-33 Trustee Education and 400-33a Self-Assurance of Trustee Education Activity Completion Form. Seconded by Gretchen Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve the discard of one Dell Latitude E5480 XCTO-Touchscreen Laptop, Inventory #2191 and one Dell OptiPlex 9020 Desktop, Inventory #1876. Seconded by Gretchen Rodney. Motion approved unanimously.

The Board reviewed a draft of the 2023-2024 budget.

Correspondence and Unfinished Business

None

Period of Public Expression

Vice President of the Friends of the Library, Stephanie Van Denburg addressed the board.

Executive Session Motion

Lauren O'Connell made a motion to move into executive session at 8:01 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to move out of executive session at 8:50 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

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Personnel Report

Lauren O'Connell made a motion to approve the revised personnel report dated December 21, 2022 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

Motion to Adjourn

Lauren O'Connell 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