

Longwood Public Library
Board of Trustees Regular Meeting Minutes
February 25, 2026
Kovarik Room

The meeting was called to order at 7:04 pm by President Victor Massian Jr. Library Trustees Gail Lynch-Bailey, Clayton Hudson, Tracy Caliendo, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, and Secretary to the Director Mara Sigalas were in attendance. Gretchen Rodney arrived at 7:09 pm.

Approval of Agenda

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

Approval of Minutes from the January 21, 2026 Regular Board Meeting

Gail Lynch-Bailey made a motion to approve the minutes from the January 21, 2026 Regular Board Meeting. Seconded by Tracy Caliendo. Motion approved unanimously.

Period of Public Expression

None

Treasurer's Report

Clayton Hudson made a motion to approve the Treasurer's Report dated January 31, 2026 with an opening balance of \$5,399,635.51 and a closing balance of \$5,606,498.04. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Warrants

- **Warrant L-39**

Clayton Hudson made a motion to approve Warrant L-39 in the amount of \$300,995.91.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

- **Warrant L-40**

Clayton Hudson made a motion to approve Warrant L-40 in the amount of \$558,780.43.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

- **Warrant L-41**

Clayton Hudson made a motion to approve Warrant L-41 in the amount of \$529,944.84.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

- **Warrant L-42**

Clayton Hudson made a motion to approve Warrant L-42 in the amount of \$230.23.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

- **Warrant L-43**

Clayton Hudson made a motion to approve Credit Warrant L-43 in the amount of \$17.90.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

- **Warrant L-44**

Clayton Hudson made a motion to approve Warrant L-44 in the amount of \$310,703.24.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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- **Warrant L-45**

Clayton Hudson made a motion to approve Warrant L-45 in the amount of \$4,776.52.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

- **Warrant L-46**

Clayton Hudson made a motion to approve Warrant L-46 in the amount of \$566,430.78.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence and Unfinished Business

None

Period of Public Expression

None

New Business

- **Furniture and Equipment, Adult Department**

Gail Lynch-Bailey made a motion to approve the modification of the Info Desk to include an additional counter across the front by Hale MFG. c/o A.R. Kropp Co. & Sons (Utica, NY), for a total of \$5,467.70. Seconded by Clayton Hudson. Motion approved unanimously.

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- **Furniture and Equipment, Children's Department**

Gail Lynch-Bailey made a motion to approve fabrication and installation of a wood storage cabinet for the Story Room by Hale MFG. c/o A.R. Kropp Co. & Sons (Utica, NY), for a total of \$3, 843. Seconded by Clayton Hudson. Motion approved unanimously.

- **Capital Equipment Discard**

Gail Lynch-Bailey made a motion to approve the discard of one Lexmark CS431dw printer, Inventory #2585. Seconded by Clayton Hudson. Motion approved unanimously.

- **Change of April Board Meeting Date**

The board agreed to change the April Board Meeting from April 15 to April 22, in order to attend trustee training on April 15.

Executive Session Motion

Victor Massian Jr. made a motion to move into executive session at 7:54 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Tracy Caliendo. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:17 pm. Seconded by Tracy Caliendo. Motion approved unanimously.

Personnel Report

Victor Massian Jr. made a motion to approve the personnel report dated February 25, 2026 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Motion to Adjourn

Victor Massian Jr. made a motion to adjourn the meeting at 8:18 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board