

**LONGWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING MINUTES
DECEMBER 20, 2023
KOVARIK ROOM**

The meeting was called to order at 7:00 pm by Vice President, Lauren O'Connell. Library Trustees, Gail Lynch-Bailey, Victor Massian Jr., Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, and Secretary to the Director Mara Sigalas, were in attendance. Theresa Germano and Gretchen Rodney were absent with prior notice.

APPROVAL OF AGENDA

Gail Lynch-Bailey made a motion to approve the agenda. Seconded by Victor Massian Jr. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE NOVEMBER 15, 2023 REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes from the November 15, 2023 Regular Board Meeting. Seconded by Victor Massian Jr. Motion approved unanimously.

YEAR END AUDIT REPORT

Year End Audit Report has been tabled until the January 24, 2024 Board Meeting.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated November 30, 2023 with an opening balance of \$5,973,189.48 and a closing balance of \$5,253,413.19. Seconded by Victor Massian Jr. Motion approved unanimously.

APPROVAL OF WARRANTS

Gail-Lynch Bailey made a motion to approve L Warrant 29 in the amount of \$181.25. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail-Lynch Bailey made a motion to approve L Credit Warrant #30 in the amount of \$359.90. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail-Lynch Bailey made a motion to approve L Warrant #31 in the amount of \$6,281.32. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail-Lynch Bailey made a motion to approve L Warrant #32 in the amount of \$493,397.86. Seconded by Victor Massian Jr. Motion approved unanimously.

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Gail-Lynch Bailey made a motion to approve L Warrant #33 in the amount of \$376,349.60. Seconded by Victor Massian Jr. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

The board reviewed an email from a district resident, praising library services.

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Gail-Lynch Bailey made a motion to table the audit of finances of Longwood Public Library, year ending June 30, 2023 until the January 24, 2024 Board of Trustees Meeting. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the purchase of 2 Livia benches for the first-floor gallery from Arcadia c/o A.R. Kropp Co. & Sons (La Palma, CA), for a total of \$3,541.98, NYS Contract #PC70163. Seconded by Victor Massian Jr. Motion approved unanimously.

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

- | | | | |
|---|---|-------------|------|
| 1 | Dell OptiPlex 7450 Touchscreen
Computer
(Circulation Desk-05) | Inventory # | 2260 |
| 1 | Dell OptiPlex 7450 Touchscreen
Computer
(Circulation Office-06) | Inventory # | 2261 |
| 1 | Dell OptiPlex 7450 Touchscreen
Computer
(Circulation Office-01) | Inventory # | 2259 |
| 1 | Dell OptiPlex 7450 CTO Computer
(Circulation Office-04) | Inventory # | 2286 |
| 1 | Dell OptiPlex 7450 Computer
(Children's Office-06) | Inventory # | 2256 |
| 1 | Dell OptiPlex 7450 Computer
(Computer Services-03) | Inventory # | 2257 |

Seconded by Victor Massian Jr. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Gail Lynch-Bailey made a motion to move into executive session at 7:16 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Victor Massian Jr. Motion approved unanimously.

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Gaile Lynch-Bailey made a motion to move out of executive session at 7:43 pm. Seconded by Victor Massian Jr. Motion approved unanimously.

PERSONNEL REPORT

Gail Lynch-Bailey made a motion to approve the personnel report dated December 20, 2023 as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

MOTION TO ADJOURN

Gail Lynch-Bailey made a motion to adjourn the meeting at 7:44 pm. Seconded by Victor Massian Jr. Motion approved unanimously.

Secretary to the Board

Secretary of the Board