

**LONGWOOD PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
AUGUST 16, 2023  
KOVARIK ROOM**

The meeting was called to order at 8:00 pm by President Theresa Germano. Library Trustees, Gail Lynch-Bailey, Lauren O'Connell, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, and Secretary to the Director Mara Sigalas were in attendance. Gretchen Rodney and Victor Massian Jr. were absent with prior notice.

**APPROVAL OF AGENDA**

Gail Lynch-Bailey made a motion to approve the agenda. Seconded by Lauren O'Connell. Motion approved unanimously.

**APPROVAL OF MINUTES FROM THE JULY 19, 2023 REORGANIZATIONAL MEETING**

Lauren O'Connell made a motion to approve the minutes from the July 19, 2023 Reorganizational Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**APPROVAL OF MINUTES FROM THE JULY 19, 2023 REGULAR BOARD MEETING**

Lauren O'Connell made a motion to approve the minutes from the July 19, 2023 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**PERIOD OF PUBLIC EXPRESSION**

Stephanie VanDenburg, President of Friends of the Library, addressed the Board.

**TREASURER'S REPORT**

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated June 30, 2023 with an opening balance of \$5,139,910.42 and a closing balance of \$5,252,093.14 . Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated July 31, 2023 with an opening balance of \$5,252,093.14 and a closing balance of \$5,257,088.41. Seconded by Lauren O'Connell. Motion approved unanimously.

**APPROVAL OF WARRANTS**

Gail Lynch-Bailey made a motion to approve L Warrant #5 in the amount of \$20,289.10. Seconded by Lauren O'Connell. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Warrant #6 in the amount of \$1,122.96. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant #7 in the amount of \$365.89. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #8 in the amount of \$537,057.11. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #9 in the amount of \$307,574.56. Seconded by Lauren O'Connell. Motion approved unanimously.

**CORRESPONDENCE AND UNFINISHED BUSINESS**

Gail Lynch-Bailey made a motion to approve the proposed revision of the Bylaws that were reviewed at the July 19, 2023 Reorganizational Meeting. Seconded by Lauren O'Connell. Motion approved unanimously.

**PERIOD OF PUBLIC EXPRESSION**

None

**NEW BUSINESS**

Lauren O'Connell made a motion to approve and award property tree service to North Shore Tree & Landscaping (Stony Brook, NY) for a total of \$3,470. Seconded By Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the addition of policy 400-100 Nursing Employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the fabrication and installation of 4 storage cabinets in the Teen Services Department by Amcase (High Point, NC) c/o A.R. Kropp Co. & Sons for a total of \$8,836.66. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the fabrication and installation of the HON Abound desk in the Teen Services staff office by HON Company (Muscatine, IA) c/o A.R. Kropp Co. & Sons for a total of \$4,662.32. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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**EXECUTIVE SESSION MOTION**

Gail Lynch-Bailey made a motion to move into executive session at 8:31 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to move out of executive session at 8:57 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

**PERSONNEL REPORT**

Lauren O'Connell made a motion to approve the personnel report dated August 16, 2023 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**MOTION TO ADJOURN**

Lauren O'Connell made a motion to adjourn the meeting at 8:58 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board