

Longwood Public Library  
Board of Trustees Meeting Minutes  
October 19, 2022  
Kovarik Room

The meeting was called to order at 7:03 pm by President Gail Lynch-Bailey. Library Trustees, Victor Massian Jr., Lauren O'Connell, Theresa Germano, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Board Mara Sigalas were in attendance. Gretchen Rodney was absent with prior notice.

**Approval of Agenda**

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

**Approval of Minutes from the September 21, 2022 Board Meeting**

Lauren O'Connell made a motion to approve the minutes from the September 21, 2022 Board meeting. Seconded by Theresa Germano. Motion approved unanimously.

**Period of Public Expression**

No members of the public were present.

**Treasurer's Report**

Victor Massian Jr. made a motion to approve the Treasurer's Report dated September 30, 2022 with an opening balance of \$5,392,567.03 and a closing balance of \$5,590,793.83. Seconded by Lauren O'Connell. Motion approved unanimously.

**Approval of Warrants**

Victor Massian Jr. made a motion to approve L Warrant #17 in the amount of \$85.00. Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #18 in the amount of \$483,845.77. Seconded by Lauren O'Connell. Motion approved unanimously.

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Victor Massian Jr. made a motion to approve L Warrant #19 in the amount of \$7,584.95.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Credit Warrant #20 in the amount of \$2,720.00.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #21 in the amount of \$260,849.73.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #22 in the amount of \$457,596.49.  
Seconded by Lauren O'Connell. Motion approved unanimously.

### **Correspondence**

None

### **New Business**

Lauren O'Connell made a motion to approve changes to the policy manual, as listed. Seconded by Theresa Germano. Motion approved unanimously.

#### **Revision:**

300-10 Employee Selection

#### **Deletion:**

300-20 New Position Duty Statement

300-30 Family Policy

300-40 Hiring

300-50 Performance Evaluation

300-60 Promotions

300-70 Resignations

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Theresa Germano made a motion to approve repairs to the chiller by Dynaire (Mineola, NY) for a total of \$4,550.00. Seconded by Lauren O'Connell. Motion approved unanimously.

The Board reviewed a draft SCLS 2023 Operating Budget.

Lauren O'Connell made a motion to approve the discard of capital equipment, as listed. Seconded by Theresa Germano. Motion approved unanimously.

OptiPlex 3040 SFF XCTO    Inventory # 2223  
(Adults Desktop)

OptiPlex 3040 SFF XCTO    Inventory # 2222  
(Tech. Desktop)

Inspiron 17 5000                    Inventory # 2280  
(Adults Laptop)

### **Executive Session**

Victor Massian Jr. made a motion to move into executive session at 7:49 pm to discuss medical, financial, credit, and employment histories of individual employees. Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:24 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

### **Personnel Report**

Victor Massian Jr. made a motion to approve the revised personnel report dated October 19, 2022 as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

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**Motion to Adjourn**

Victor Massian Jr. made a motion to adjourn the meeting at 8:25 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board