

The meeting was called to order at 7:06 pm by Vice President Victor Massian Jr. followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guterres, and Secretary to the Board Mara Sigalas were present. Lauren O'Connell was late (7:10 pm) and President Theresa Germano was absent with prior notice.

### **Approval of Agenda**

Gail Lynch-Bailey made a motion to approve the agenda. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Approval of Minutes from October 17, 2018 Regular Board Meeting**

Gail Lynch-Bailey made a motion to approve the minutes of the October 17, 2018 Regular Board Meeting. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Period of Public Expression**

None

### **Treasurer's Report**

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated October 1, 2018 with an opening balance of \$3,668,096.85 and a closing balance of \$3,350,711.26. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Approval of Warrants**

Gail Lynch-Bailey made a motion to approve L Warrant #19 in the amount of \$56,974.85. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #20 in the amount of \$238,969.39. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant #21 in the amount of \$4,312.24. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #22 in the amount of \$277,855.29. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve T&A Warrant #11 in the amount of \$312.00. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve T&A Warrant #12 in the amount of \$116,795.60. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve T&A Warrant #13 in the amount of \$144,569.73. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Building Fund**

Lauren O'Connell made a motion to approve Building Fund H Credit Warrant #6 in the amount of \$9,738.63. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve Building Fund H Warrant #7 in the amount of \$7,037.63. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve Building Fund H Warrant #8 in the amount of \$4,769.44. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve Building Fund V Warrant #1 in the amount of \$204,328.13. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Correspondence and Unfinished Business**

None

### **New Business**

Lauren O'Connell made a motion to approve revisions to Policy 400-15 Staff Borrowing and Returning of Library Material, and Policy 400-59 Passwords. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to accept the audit of the finances of the Longwood Public Library for the year ending June 30, 2018. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Regular Board Meeting

November 14, 2018

Lauren O'Connell made a motion to approve the revision to the payroll schedule to reflect change of date of payroll from Thursday, November 22, 2018 to Wednesday, November 21, 2018. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the installation of artificial turf to the Children's Garden by Turf Tek, Greenlawn, NY at a cost of \$17,900.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the discard of one HP CP1025nw printer. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **General Discussion**

None

### **Executive Session Motion**

Lauren O'Connell made a motion to move into executive session at 8:39 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously. Lauren O'Connell made a motion to move out of executive session at 9:05 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Personnel Report**

Gail Lynch-Bailey made a motion to accept the Personnel Report dated November 14, 2018 as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

### **Motion to Adjourn**

Lauren O'Connell made a motion to adjourn the meeting at 9:07 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board