

Longwood Public Library Board of Trustees Meeting

November 18, 2020

Held via Zoom public call in number 1-646-558-8656

Meeting ID: 825 8707 5838 Password: 843186

The meeting was called to order at 7:11 pm by Library Trustee Theresa Germano. Library Trustees Gretchen Cotton Rodney, Lauren O'Connell, Gail Lynch-Bailey, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres and Secretary to the Board Mara Sigalas were present. President Victor Massian Jr. joined the meeting at 7:20 pm.

Approval of Agenda

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

Approval of Minutes from the October 21, 2020 Regular Board Meeting via Zoom. Meeting ID 838 2472 1180 (COVID 19 Pandemic).

Lauren O'Connell made a motion to approve the minutes of the October 21, 2020 Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Period of Public Expression

None

Treasurer's Report dated October 31, 2020

Lauren O'Connell made a motion to approve the Treasurer's Report dated October 31, 2020 with an opening balance of \$4,501,859.70 and a closing balance of \$4,260,933.50. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Warrants

Theresa Germano made a motion to approve L Warrant #20 in the amount of \$270,133.11. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #21 in the amount of \$7,088.84.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #22 in the amount of \$202,946.12.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Credit Warrant #23 in the amount of \$75.00.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #24 in the amount of \$271,765.36.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #12 in the amount of \$934.74.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #13 in the amount of \$145,891.77.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #14 in the total amount of
\$118,806.53. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve V Warrant #1 in the total amount of \$187,453.13.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence

The Board reviewed one piece of correspondence (thank you/suggestion note from patron)

New Business

Gail Lynch-Bailey made a motion to approve the COVID-19 Micro-Cluster Plan. Seconded by
Theresa Germano. Motion approved unanimously.

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Lauren O'Connell made a motion to approve the addition of Policy 600-60 Sustainability & the Environment. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

The Board reviewed the SCLS Board of Trustees Ballot and directed the Library Director to cast ballots on their behalf

Theresa Germano made a motion to approve the proposed SCLS Fiscal Year 2021 Operating Budget. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve the discard of:

- 1 Dell OptiPlex 790 Computer Inventory # 1690
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1927
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1933
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1934
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1936
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1937
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1988
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1989
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1990
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1993
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 1995
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 2135
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 2138
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 2139
- 1 Dell OptiPlex 9030 All In One Computer Inventory # 2140

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

General Discussion

None

Executive Session Motion

Lauren O'Connell made a motion to move into executive session at 8:09 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to move out of executive session at 8:47 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Personnel Report

Gretchen Cotton Rodney made a motion to approve the personnel report dated November 18, 2020 as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

Motion to Adjourn

Gretchen Cotton Rodney made a motion to adjourn the meeting at 8:48 pm. Seconded by Theresa Germano. Motion approved unanimously.

Secretary to the Board

Secretary of the Board