

Longwood Public Library
Board of Trustees Meeting Minutes
December 15, 2021
Kovarik Room

The meeting was called to order at 7:03 pm by Secretary Victor Massian Jr. Library Trustees Theresa Germano, Lauren O'Connell, Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Board Mara Sigalas were in attendance. Gail Lynch-Bailey was absent with prior notice. Gretchen Cotton Rodney arrived at 7:08 pm.

Approval of Agenda

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

Approval of Minutes from the November 17, 2021 Board Meeting

Lauren O'Connell made a motion to approve the minutes from the November 17, 2021 Regular Board Meeting. Seconded by Theresa Germano. Motion approved unanimously.

Period of Public Expression

None

Year End Audit Report

Al Coster of Baldessari & Coster, LLP, made a presentation to the Board of Trustees concerning the audit of the finances of the Longwood Public Library for the year ending June 30, 2021.

Treasurer's Report

Lauren O'Connell made a motion to approve the Treasurer's Report dated November 30, 2021 with an opening balance of \$4,996,149.41 and a closing balance of \$5,109,481.12. Seconded by Theresa Germano. Motion approved unanimously.

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Approval of Warrants

Lauren O'Connell made a motion to approve L Warrant #28 in the amount of \$370.47.

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #29 in the amount of \$107,799.98.

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #30 in the amount of \$424,458.59.

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #31 in the amount of \$3,730.07.

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #32 in the amount of \$239,817.81.

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #33 in the amount of \$143,136.10.

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #34 in the amount of \$252,820.31.

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Correspondence

None

Building Fund/Debt Service Warrants

Lauren O'Connell made a motion to approve V Warrant #1 in the amount of \$178,621.88.

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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New Business

Lauren O'Connell made a motion to approve the audit of the finances of the Longwood Public Library for the year ending June 30, 2021. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gretchen Cotton-Rodney made a motion to approve the Long Range Plan 2022-2025. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve the discard of:

- 1 Dell OptiPlex 7440 Computer, Custodial Dept., Inventory #2232
- 1 Star TSP650 receipt printer-OPAC by Admin., Inventory #1910
- 1 Star TSP650 receipt printer-OPAC, Info. desk, Adult Services, Inventory #1911
- 1 Voyager MS9520 office scanner , Teen Services, Inventory #1292
- 1 Patron Computer Monitor, Teen Services, Inventory #1194
- 6 Computer Tables, Computer Lab, Inventory # 1357, #1359, #1360, #1361, #1363, #1364

Seconded by Theresa Germano. Motion approved unanimously.

General Discussion

None

Executive Session Motion

Gretchen Cotton Rodney made a motion to move into executive session at 7:40 pm to discuss medical, financial, credit, and employment histories of individual employees. Seconded by Theresa Germano. Motion approved unanimously.

Theresa Germano made a motion to move out of executive session at 7:42 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

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Personnel Report

Lauren O'Connell made a motion to approve the personnel report dated December 15, 2021. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Motion to adjourn

Lauren O'Connell made a motion to adjourn the meeting at 7:43 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board