

The meeting was called to order at 7:07 pm by President Victor Massian Jr. Library Trustees, Theresa Germano, Lauren O'Connell, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres and Secretary to the Board Mara Sigalas were present. Gail Lynch-Bailey was absent with prior notice. Gretchen Cotton Rodney was late with prior notice (8:41 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 February 17, 2021 Regular Board Meeting via Zoom Meeting ID 890 4006 7430 (COVID 19 Pandemic)**

Lauren O'Connell made a motion to approve the minutes of the December 16, 2020 Board Meeting. Seconded by Theresa Germano. Motion approved unanimously.

### **Public Presentation of 2021-2022 Operating Budget Proposal**

The Operating Budget Proposal 2021-2022 was reviewed by the board.

### **Period of Public Expression**

None

### **Treasurer's Report dated February 28, 2021**

Lauren O'Connell made a motion to approve the Treasurer's Report dated February 28, 21 with an opening balance of \$4,638,758.43 and a closing balance of \$4,992,158.67. Seconded by Theresa Germano. Motion approved unanimously.

**Approval of Warrants**

Theresa Germano made a motion to approve L Credit Warrant #40 in the amount of \$6,299.00.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #41 in the amount of \$264,893.26.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #42 in the amount of \$12,905.31.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #43 in the amount of \$258,626.34.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #44 in the amount of \$412,094.01.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #45 in the amount of \$284,497.72.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #24 in the amount of \$967.97.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #25 in the total amount of \$114,515.39.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #26 in the total amount of \$136,250.50.  
Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #27 in the total amount of \$123,738.42.  
Seconded by Lauren O'Connell. Motion approved unanimously.

## Correspondence

The Board reviewed one piece of correspondence from patron, Judith K. Youngerman.

## New Business

Theresa Germano made a motion to approve revisions to Policy 600-210 Records Retention, 500-10 Emergency/Disaster Response (was Emergencies) and the addition of policy 800-60 Petty Cash. Seconded by Lauren O'Connell. Motion approved unanimously.

Lauren O'Connell made a motion to approve the NYS Annual Report for Public and Association of Libraries. Seconded by Theresa Germano. Motion approved unanimously.

Theresa Germano made a motion to approve purchase of 4 Dell OptiPlex 7480 AIO Desktop Computers, in the total amount of \$4,319.60. Seconded by Lauren O'Connell. Motion approved unanimously.

Lauren O'Connell made a motion to approve the discard of:

1	Voyager MS9520 hand held scanner	Inventory #	1165
1	Voyager MS9520 hand held scanner	Inventory #	1409
1	Dell OptiPlex 755	Inventory #	1454
1	Dell OptiPlex 755	Inventory #	1455
1	Dell 23" flat monitor	Inventory #	1695
1	Dell OptiPlex 790 Computer	Inventory #	1724
1	Dell OptiPlex 790 Computer	Inventory #	1725
1	Dell Latitude 3540 Laptop	Inventory #	1816
1	Dell Latitude 3540 Laptop	Inventory #	1817
1	Dell Latitude 3540 Laptop	Inventory #	1818
1	Dell Latitude 3540 Laptop	Inventory #	1819
1	Dell Latitude 3540 Laptop	Inventory #	1821
1	Viewsonic TD2420 Monitor	Inventory #	1877
1	Viewsonic TD2420 Monitor	Inventory #	1878

1	Viewsonic TD2420 Monitor	Inventory #	1879
1	Viewsonic TD2420 Monitor	Inventory #	1880

Seconded by Theresa Germano. 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 Theresa Germano. Motion approved unanimously.

Lauren O'Connell made a motion to move out of executive session at 8:41 pm. Seconded by Theresa Germano. Motion approved unanimously.

### **Personnel Report**

Lauren O'Connell made a motion to approve the personnel report dated March 24, 2021 as presented. Seconded by Theresa Germano. Motion approved unanimously.

### **Motion to Adjourn**

Lauren O'Connell made a motion to adjourn the meeting at 8:41 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Longwood Public Library Board of Trustees Meeting  
March 24, 2021  
Held via Zoom public call in number 1-646-558-8656  
Meeting ID: 882 9569 4823 Passcode: 846325

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Secretary to the Board

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Secretary of the Board