

Longwood Public Library
Board of Trustees Meeting Minutes
June 21, 2023
Kovarik Room

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

Approval of Agenda

Gretchen Rodney made a motion to approve the agenda. Seconded by Theresa Germano. Motion approved unanimously.

Approval of Minutes from the May 17, 2023 Board Meeting

Gretchen Rodney made a motion to approve the minutes from the May 17, 2023 Board Meeting. Seconded Theresa Germano. Motion approved unanimously.

Period of Public Expression

None

Treasurer's Report

Victor Massian Jr. made a motion to approve the Treasurer's Report dated May 31, 2023 with an opening balance of \$6,027,249.10 and a closing balance of \$5,139,910.42. Seconded by Lauren O'Connell. Motion approved unanimously.

Approval of Warrants

Victor Massian Jr. made a motion to approve L Warrant #65 in the amount of \$2,063.16. Seconded by Gretchen Rodney. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #66 in the amount of \$451,653.68. Seconded by Gretchen Rodney. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Credit Warrant #67 in the amount of \$1,236.00. Seconded by Gretchen Rodney. Motion approved unanimously.

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Victor Massian Jr. made a motion to approve L Warrant #68 in the amount of \$6,697.73.

Seconded by Gretchen Rodney. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #69 in the amount of \$488,012.94.

Seconded by Gretchen Rodney. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #70 in the amount of \$275,632.39.

Seconded by Gretchen Rodney. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #71 in the amount of \$210,257.34.

Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant #72 in the amount of \$277,397.53.

Seconded by Lauren O'Connell. Motion approved unanimously.

Correspondence and Unfinished Business

The Board reviewed a letter from patrons, Edward and Frances Liotta.

Period of Public Expression

None

New Business

Victor Massian Jr. made a motion to approve budget line transfers in the 2022-2023 budget.

Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to cancel the July 5, 2023 meeting and to hold Longwood Public Library's 2023-2024 Reorganizational Meeting on July 19, 2023. Seconded by Theresa Germano.

Motion approved unanimously.

Victor Massian Jr. made a motion to approve the inspection and maintenance service agreement of the HVAC system by Dynaire Service Corporation of Mineola, NY for the period July 1, 2023 to

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June 30,2024 for a total of \$10,200. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the replacement of Victaulic valves on the boiler by Dynaire (Mineola, NY), for a total of \$3,950.00. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr made a motion to approve the one-year corporate subscription of TeamViewer (www.teamviewer.com) software for June 25, 2023 to June 24, 2024, for a total of \$4,556.40. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the purchase of 6 OptiPlex All-in-One desktop computers (Dell.com), for a total of \$6,558. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the discard of:

2	16GB iPads	Inventory #	1674 & 1622
3	Amazon Kindles	Inventory #	1676,1522 & 1600
1	Sony eReader	Inventory #	1588
1	Asus Nexus	Inventory #	1741
2	iPad Cabinets	Inventory #	1750 & missing #
1	Sentry Safe	Inventory #	1478
1	Datalogic Quickscan	Inventory #	Unavailable
12	Aerohive Wireless Access Points (WAPs)	Inventory #	2156

Seconded by Theresa Germano. Motion approved unanimously.

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Executive Session Motion

Theresa Germano made a motion to move into executive session at 7:50 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to move out of executive session at 8:42 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

Personnel Report

Lauren O'Connell made a motion to approve the personnel report dated June 21, 2023 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

Motion to Adjourn

Theresa Germano made a motion to adjourn the meeting at 8:43 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board