

Longwood Public Library
Board of Trustees Meeting Minutes
March 23, 2022
Kovarik Room

The meeting was called to order at 7:05 pm by Vice President Gail Lynch-Bailey. Library Trustees Victor Massian Jr., Lauren O'Connell, Theresa Germano, Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Board Mara Sigalas were in attendance. Gretchen Cotton Rodney arrived at 7:21 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 16, 2022 Board Meeting

Lauren O'Connell made a motion to approve the minutes from the February 16, 2022 Regular Board Meeting. Seconded by Theresa Germano. Motion approved unanimously.

Public Presentation of 2022-2023 Operating Budget Proposal

The Operating Budget Proposal was reviewed by the Board.

Period of Public Expression

No members of the public were present.

Treasurer's Report

Lauren O'Connell made a motion to approve the Treasurer's Report dated February 28, 2022 with an opening balance of \$5,267,139.64 and a closing balance of \$5,572,067.56. Seconded by Victor Massian Jr. Motion approved unanimously.

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Approval of Warrants

Lauren O'Connell made a motion to approve L Warrant #46 in the amount of \$418.24.
Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #47 in the amount of \$5,705.51.
Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #48 in the amount of \$407,476.63.
Seconded by Theresa Germano. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #49 in the amount of \$10,951.99.
Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #50 in the amount of \$444,281.17.
Seconded by Victor Massian Jr. Motion approved unanimously,

Lauren O'Connell made a motion to approve L Warrant #51 in the amount of \$446,421.80.
Seconded by Theresa Germano. Motion approved unanimously.

Correspondence

None

New Business

Lauren O'Connell made a motion to approve the purchase of 5 Dell Latitude 5420 laptop computers (Dell.com) for a total of \$4,793.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Lauren O'Connell made a motion to approve the 2021 NYS Annual Report for Public and Association Libraries. Seconded by Victor Massian Jr. Motion approved unanimously.

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

1 Kodak Carousel 4600 projector, inventory #01964

1 Dell OptiPlex 9020 (extra computer in Administration), inventory #1875

1 Zebra TLP2844 barcode label printer (Technical Services), inventory #1504

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 7:32 pm to discuss medical, financial, credit, and employment histories of individual employees. Seconded by Victor Massian Jr. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:46 pm. Seconded by Theresa Germano. Motion approved unanimously.

Personnel Report

Lauren O'Connell made a motion to approve the personnel report dated March 23, 2022. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Motion to adjourn

Victor Massian Jr. made a motion to adjourn the meeting at 8:47 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

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Secretary to the Board

Secretary of the Board