

Longwood Public Library
Board of Trustees/Budget Information Meeting Minutes
March 26, 2025
Kovarik Room

The meeting was called to order at 7:02 pm by President Lauren O'Connell. Library Trustees Clayton Hudson, Gail Lynch-Bailey, Victor Massian Jr., Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Director Mara Sigalas were in attendance.

APPROVAL OF AGENDA

Victor Massian Jr. made a motion to approve the agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE FEBRUARY 26, 2025 REGULAR BOARD MEETING

Victor Massian Jr. made a motion to approve the minutes from the February 26, 2025 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

PUBLIC PRESENTATION OF 2025-2026 OPERATING BUDGET PROPOSAL

The Board of Trustees and Library Director presented the 2025-2026 operating budget proposal.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gretchen Rodney made a motion to approve the Treasurer's Report dated February 28, 2025 with an opening balance of \$5,665,196.86 and a closing balance of \$5,865,774.37. Seconded by Clayton Hudson. Motion approved unanimously.

APPROVAL OF WARRANTS

Gretchen Rodney made a motion to approve L Warrant 46 in the amount of \$427.47. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 47 in the amount of \$510,103.72 . Seconded by Clayton Hudson. Motion approved unanimously.

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Gretchen Rodney made a motion to approve L Credit Warrant 48 in the amount of \$1,441.50.
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 49 in the amount of \$522,511.43.
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 50 in the amount of \$1,419.68 .
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L 51 Warrant in the amount of \$319,804.87.
Seconded by Clayton Hudson. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Victor Massian Jr. made a motion to approve the addition of policy 400-120 Employee Notification of Requests for Access to Disciplinary Records. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr made a motion to award 2025 lawn mowing and other property maintenance (one year only) to Heidrich Landscaping, Inc. (Coram, NY) in the amount of \$8,926 total for the season. Seconded by Gail Lynch Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the discard of:

One Epson T2-4000 printer (Technical Services)-Inventory # 2495

One Dell OptiPlex 7470 AIO computer (Adult Reference Desk-Clerk)-Inventory # 2391

One LG Washer/Dryer Combo-Inventory # 2214

Seconded by Clayton Hudson. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 8:06 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to move out of executive session at 8:43 pm. Seconded by Clayton Hudson. Motion approved unanimously.

PERSONNEL REPORT

Gretchen Rodney made a motion to approve the personnel report dated March 26, 2025 as presented. Seconded by Clayton Hudson. Motion approved unanimously.

MOTION TO ADJOURN

Gretchen Rodney made a motion to adjourn the meeting at 8:44 pm. Seconded by Clayton Hudson. Motion approved unanimously.

Secretary to the Board

Secretary of the Board