

Longwood Public Library
Board of Trustees Regular Meeting Minutes
April 23, 2025
Kovarik Room

The meeting was called to order at 7:07 pm by President Lauren O'Connell. Library Trustees Clayton Hudson, Gail Lynch-Bailey, Victor Massian Jr., Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, and Secretary to the Director Mara Sigalas were in attendance. Gretchen Rodney was absent with prior notice.

APPROVAL OF AGENDA

Victor Massian Jr. made a motion to approve the agenda. Seconded by Clayton Hudson. Motion approved unanimously.

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

Gail Lynch-Bailey made a motion to approve the minutes from the March 26, 2025 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

ADVANCED DIVISION BATTLE OF THE BOOKS TEAM

The Board recognized the library's Advance Division Battle of the Books Team and team coach.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Victor Massian Jr. made a motion to approve the Treasurer's Report dated March 31, 2025 with an opening balance of \$5,865,774.37 and a closing balance of \$6,125,047.79. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF WARRANTS

Victor Massian Jr. made a motion to approve L 52 Warrant in the amount of \$3,801.17. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L 53 Warrant in the amount of \$507,859.34. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Credit 54 Warrant in the amount of \$3,936.64. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 55 in the amount of \$548,322.37. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 56 in the amount of \$23,759.79. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 57 in the amount of \$507,685.03 . Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 58 in the amount of \$781.16. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 59 in the amount of \$287,468.65. 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 purchase of 23 Dell OptiPlex All-in-One Plus 7420 XCTO computers from Dell.com, for a total of \$39,466.39. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the one-year subscription license of Malwarebytes Endpoint Protection & Response from Computer Discount Warehouse-Government (CDWG) (Chicago, IL), for a total of \$9,174. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made motion to set the time for the 2026 Library Budget Vote and Trustee Election, date TBD, for 8:00 am through 8:00 pm. Seconded by Gail Lynch -Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the discard of four wood benches Inventory numbers; 0037, 0038, 0039, 0040. Seconded by Clayton Hudson. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 7:59 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 9:25 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERSONNEL REPORT

Victor Massian Jr. made a motion to approve the personnel report dated April 23, 2025 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 9:26 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board