

Longwood Public Library
Board of Trustees Meeting Minutes
May 18, 2022
Kovarik Room

The meeting was called to order at 7:15 pm by President Gretchen Cotton Rodney. Library Trustees Gail Lynch-Bailey, Lauren O'Connell, Theresa Germano, Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, and Secretary to the Board Mara Sigalas were in attendance. Victor Massian Jr. arrived at 7:50 pm with prior notice.

Approval of Agenda

Gail Lynch-Bailey made a motion to approve the agenda. Seconded by Lauren O'Connell. Motion approved unanimously.

Approval of Minutes from the April 20, 2022 Board Meeting

Theresa Germano made a motion to approve the minutes from the April 20, 2022 Board Meeting. Seconded by Lauren O'Connell. Motion approved unanimously.

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 April 30, 2022 with an opening balance of \$5,594,462.60 and a closing balance of \$5,830,154.80. Seconded by Theresa Germano. Motion approved unanimously.

Approval of Warrants

Lauren O'Connell made a motion to approve L Warrant #58 in the amount of \$390.29. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #59 in the amount of \$409,703.46. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Lauren O'Connell made a motion to approve L Warrant #60 in the amount of \$4,972.66.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #61 in the amount of \$438,433.58.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #62 in the amount of \$646.23.
Seconded by Gail Lynch-Bailey. Motion approved unanimously,

Lauren O'Connell made a motion to approve L Warrant #63 in the amount of \$266,198.63.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #64 in the amount of \$421,569.93.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve V Warrant #2 in the amount of \$983,621.88.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence

None

New Business

Lauren O'Connell made a motion to award the cleaning of the storm drains to Clear River Environmental Service Corp. (Ronkonkoma, NY), in the amount of \$4,550. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Lauren O'Connell made a motion to approve the purchase of one Large Outlast Set (Communityplaythings.com), sole source, in the amount of \$9,855. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to a approve the one year subscription (June 25, 2022-June 24, 2023) of TeamViewer software (teamviewer.com) in the amount of \$3945.60. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to appoint Baldessari & Coster, LLP as board auditors at a not to exceed fee of \$14,200 for fiscal year 2022-2023. Any additional services that the library may require will be billed at a rate of \$200 to \$230 per hour for partner and \$75 to \$195 per hour for staff. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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

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|---|-----------------------------------|------------------------|
| 2 | Canon Power Shot A560 cameras | Inventory #1388 & 1429 |
| 1 | Canon Power Shot SD3500 IS camera | Inventory #1603 |
| 1 | Ultra-Flip Video camera | Inventory #1629 |
| 1 | Dell OptiPlex 9010 | Inventory #1801 |

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

General Discussion

None

Executive Session Motion

Gail Lynch-Bailey 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 Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to move out of executive session at 8:52 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

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Personnel Report

Lauren O'Connell made a motion to approve the personnel report dated May 18, 2022.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Motion to adjourn

Victor Massian Jr. made a motion to adjourn the meeting at 8:53 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board