

Longwood Public Library
Board of Trustees Meeting Minutes
May 19, 2021

The meeting was called to order at 7:06 pm by President Victor Massian Jr., Library Trustees Gretchen Cotton Rodney, Gail Lynch-Bailey, Lauren O'Connell, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres and Secretary to the Board Mara Sigalas were present. Theresa Germano was absent with prior notice.

Approval of Agenda

Gail Lynch-Bailey made a motion to approve the agenda. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Approval of Minutes from the April 21, 2021 Regular Board Meeting via Zoom Meeting ID 818 4061 6490 (COVID 19 Pandemic).

Gail Lynch-Bailey made a motion to approve the minutes of the April 21, 2021 Board Meeting. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Period of Public Expression

None

Treasurer's Report

Gretchen Cotton Rodney made a motion to approve the Treasurer's Report dated April 30, 2021 with an opening balance of \$5,038,733.67 and a closing balance of \$5,268,985.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Warrants

Gretchen Cotton Rodney made a motion to approve L Warrant #50 in the amount of \$331.95. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #51 in the amount of \$8,693.36.

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Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #52 in the amount of \$419,389.60.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Credit Warrant #53 in the amount of \$1,207.34.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #54 in the amount of \$350.00.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #55 in the amount of \$255,142.67.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Building Fund

Gretchen Cotton Rodney made a motion to approve V Warrant #2 in the amount of \$972,453.13.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence

None

New Business

Gail Lynch-Bailey made a motion to approve the one year subscription license renewal of Malwarebytes Endpoint protection and response, from CDW-G (Vernon Hills, IL <https://www.cdwg.com>) in the total amount of \$8,781.10 . Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve one year corporate subscription of TeamViewer software for June 25, 2021 to June 24, 2022 from <https://www.teamviewer.com> in the total amount of \$7,824.60. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Gretchen Cotton Rodney made a motion to approve the one year renewal with upgrade of Deep Freeze Cloud Connector to Deep Freeze Cloud Connector Ultimate from Faronics (Pleasanton, CA- <https://www.faronics.com>) in the total amount of \$4,775.50. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the purchase of one fabricated greeter desk from Media Technologies (Shelby, MI) in the total amount of \$4,623.08. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to adopt the mask guidance as per CDC and Executive Order 202.108 from the Governor of the State of New York. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve the revision to Policy 600-01 COVID-19 – Limits on Library Services. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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

- 1 Dell Optiplex 780 Computer Inventory # 1612
- 1 Dell Optiplex 780 Computer Inventory # 1727
- 1 APC BRI300G battery backup Inventory # 1755
- 1 APC BRI300G battery backup Inventory # 1892
- 1 Dell OptiPlex 3020 Computer Inventory # 2157

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

General Discussion

None

Executive Session Motion

Gail Lynch-Bailey made a motion to move into executive session at 7:57 pm to discuss medical,

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financial, credit and employment histories of individual employees. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to move out of executive session at 8:24. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Personnel Report

Gretchen Cotton Rodney made a motion to approve the personnel report dated May 19, 2021 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Motion to Adjourn

Gretchen Cotton Rodney made a motion to adjourn the meeting at 8:25 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

Secretary to the Board

Secretary of the Board