

Longwood Public Library  
Board of Trustees Regular Meeting Minutes  
May 21, 2025  
Kovarik Room

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

### **APPROVAL OF AGENDA**

Gretchen Rodney made a motion to approve the agenda. Seconded by Clayton Hudson. Motion approved unanimously.

### **APPROVAL OF MINUTES FROM THE APRIL 23, 2025 REGULAR BOARD MEETING**

Gretchen Rodney made a motion to approve the minutes from the April 23, 2025 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

### **PERIOD OF PUBLIC EXPRESSION**

None

### **TREASURER'S REPORT**

Gretchen Rodney made a motion to approve the Treasurer's Report dated April 30, 2025 with an opening balance of \$6,125,047.79 and a closing balance of \$6,325,750.44. Seconded by Clayton Hudson. Motion approved unanimously.

### **APPROVAL OF WARRANTS**

Gretchen Rodney made a motion to approve Warrant L-60 in the amount of \$536,415.28. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-61 in the amount of \$151.71. Seconded by Clayton Hudson. Motion approved unanimously.

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Gretchen Rodney made a motion to approve Warrant L-62 in the amount of \$8,201.93.  
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Credit Warrant L-63 in the amount of \$1,046.16. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-64 in the amount of \$576,278.00.  
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant V-5 in the amount of \$1,028,000.00.  
Seconded by Clayton Hudson. Motion approved unanimously.

### **CORRESPONDENCE AND UNFINISHED BUSINESS**

The board reviewed a complimentary letter from patron Judith Youngerman.

### **PERIOD OF PUBLIC EXPRESSION**

None

### **NEW BUSINESS**

Gretchen Rodney made a motion to appoint Baldessari & Coster, LLP as board auditors at a not to exceed fee of \$14,450 to audit fiscal year 2024-2025. Any additional services that the library may require will be billed at a rate of \$220 to \$265 per hour for partner and \$75 to \$215 per hour for staff. Seconded by Clayton Hudson. Motion approved unanimously.

The board reviewed a proposed resolution regarding core values. No action was taken.

### **EXECUTIVE SESSION MOTION**

Gail Lynch-Bailey made a motion to move into executive session at 7:52 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Rodney. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to move out of executive session at 8:39 pm. Seconded by Clayton Hudson. Motion approved unanimously.

#### **PERSONNEL REPORT**

Gail Lynch-Bailey made a motion to approve the personnel report dated May 21, 2025 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

#### **MOTION TO ADJOURN**

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:40 pm. Seconded by Clayton Hudson. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board