

Longwood Public Library
Board of Trustees Meeting Minutes
June 15, 2022
Kovarik Room

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

Approval of Revised Agenda

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

Approval of Minutes from the May 18, 2022 Board Meeting

Lauren O'Connell made a motion to approve the minutes from the May 18, 2022 Board Meeting. Seconded by Gail Lynch-Bailey. 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 May 31, 2022 with an opening balance of \$5,830,154.80 and a closing balance of \$5,083,569.28. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Warrants

Lauren O'Connell made a motion to approve L Warrant #65 in the amount of \$1,358.08 . Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Lauren O'Connell made a motion to approve L Credit Warrant #66 in the amount of \$11,309.29. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #67 in the amount of \$17,799.58. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #68 in the amount of \$437,065.53. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #69 in the amount of \$467,169.16. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #70 in the amount of \$253,998.85. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence

The board reviewed a letter from patron Richard Valentin.

New Business

Gail Lynch-Bailey made a motion to approve the Capital Project Fund ("Building Fund") be closed and the remaining funds returned to the General Fund ("Operating Fund"). In addition, \$200,000.00 of the Capital Fund balance will be returned to the General Fund and be committed from Unassigned Fund Balance to Designated for Capital Projects. Seconded by Theresa Germano. Motion approved unanimously.

Theresa Germano made a motion to approve the purchase of six 13 inch MacBook Air-Gold laptops and one 24-inch Blue iMac with 4.5K Retina Display Computer, Apple Store Online/www.apple.com for a total of \$9,623.00, as attached. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Victor Massian Jr. made a motion to approve the purchase of 10 OptiPlex 5490 AIO desktop computers, Dell Technologies/www.dell.com, for a total of \$11,794.50, as attached. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the purchase of 7 Dell XPS 17 9720 laptops, Dell Technologies/www.dell.com, for a total of \$15,933.05. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the inspection and maintenance service agreement of the HVAC system by Dynaire Service Corporation of Mineola, NY for the period of 7/1/2022 to 6/30/2023, for a total of \$9,750, as attached. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve:

The revision of policies:

- 200-10 Materials Selection
- 200-20a Form-Patron Request for Review of Library Material

The deletion of policies:

- 200-20 Censorship
- 200-30a Freedom to Read
- 200-30b Freedom to View
- 200-40 Juvenile Material
- 200-50 Young Adult Material
- 200-60 Interloans
- 200-70 Access to Materials
- 200-80 Conclusion

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve an increase to the mileage reimbursement rate from 58.5 to 62.5 cents per mile effective July 1, 2022, in accordance with the IRS rate. Seconded by Lauren O'Connell. Motion approved unanimously.

General Discussion

None

Executive Session Motion

Lauren O'Connell made a motion to move into executive session at 8:02 pm to discuss medical, financial, credit, and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to move out of executive session at 8:21 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Personnel Report

Lauren O'Connell made a motion to approve the personnel report dated June 15, 2022. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Motion to adjourn

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:23 pm. Seconded by Victor Massian Jr. Motion approved unanimously.

Secretary to the Board

Secretary of the Board