

Longwood Public Library  
Board of Trustees Meeting Minutes  
June 16, 2021  
Clemens Room

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

**Approval of Agenda**

Lauren O'Connell made a motion to approve the agenda. Seconded by Theresa Germano. Motion approved unanimously.

**Approval of Minutes from the May 19, 2021 Regular Board**

Lauren O'Connell made a motion to approve the minutes of the May 19, 2021 Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Period of Public Expression**

Longwood Junior High student Carlie Preudhomme presented her research on Middle Island Civil War veteran Albert Freeman. Also present were Carlie's parents and Local History Librarian Melanie Cardone-Leathers. The trustees listened with interest and expressed their compliments on Carlie's presentation.

**Treasurer's Report**

Theresa Germano made a motion to approve the Treasurer's Report dated May 31, 2021 with an opening balance of \$5,268,985.00 and a closing balance of \$4,528,051.77. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Approval of Warrants**

Theresa Germano made a motion to approve L Warrant #56 in the amount of \$405,117.29.

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Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #57 in the amount of \$770.35.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Credit Warrant #58 in the amount of \$1,627.95.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #59 in the amount of \$5,881.44.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #60 in the amount of \$422,821.63.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #61 in the amount of \$429,858.37.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #60 in the amount of \$241,882.05.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Correspondence**

None

### **New Business**

Lauren O'Connell made a motion to acknowledge and support the ALA (American Library Association) Diversity Statement as presented. Seconded by Theresa Germano. Motion approved unanimously.

Lauren O'Connell made a motion to approve the addition of Policy 600-230 Partnerships & Community Involvement. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Lauren O'Connell made a motion to approve the purchase of a Library Document Station from Envisionware (Duluth,GA) in the amount of \$5,495.00 . Seconded by Theresa Germano. Motion approved unanimously.

Lauren O'Connell made a motion to approve the following budget line transfers:

	From		To	Amount
L7420411	DVDS	L7420413	Periodicals	\$5,000.00
L7430433	Publicity	L744043152	Telecommunications	\$4,200.00
L744045250	Building Repairs/Renovations	L7450200	Equipment	\$1,400.00
L748043003	Supplies: Librarian YA	L748043006	Technical Services	\$2,000.00
L748043010	Supplies: Public Services	L7480461	Custodial	\$2,000.00
L748046101	Personal Protective Equipment	L7480461	Custodial	\$292.51

Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **General Discussion**

None

### **Executive Session Motion**

Lauren O'Connell made a motion to move into executive session at 8:29 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Theresa Germano. Motion approved unanimously.

Lauren O'Connell made a motion to move out of executive session at 8:57. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Personnel Report**

Lauren O'Connell made a motion to approve the personnel report dated June 16, 2021 as presented.

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Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Motion to Adjourn**

Lauren O'Connell made a motion to adjourn the meeting at 8:58 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board