

Longwood Public Library
Board of Trustees Regular Meeting Minutes
June 18, 2025
Kovarik Room

The meeting was called to order at 7:05 pm by President Lauren O'Connell, Clayton Hudson, Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, Principal Account Clerk Kathleen Perrone, and Secretary to the Director Mara Sigalas were in attendance. Victor Massian Jr. arrived at 7:20 pm with prior notice. Gail Lynch-Bailey arrived at 7:30 pm 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 MAY 21, 2025 REGULAR BOARD MEETING

Gretchen Rodney made a motion to approve the minutes from the May 21, 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 May 31, 2025 with an opening balance of \$6,325,750.44 and a closing balance of \$4,972,265.45. Seconded by Clayton Hudson. Motion approved unanimously.

APPROVAL OF WARRANTS

Gretchen Rodney made a motion to approve Warrant L-65 in the amount of \$202,798.43. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-66 in the amount of \$293,241.46. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-67 in the amount of \$563.21. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-68 in the amount of \$509,915.25. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-69 in the amount of \$7,218.06. Seconded by Clayton Hudson. Motion approved unanimously.

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Gretchen Rodney made a motion to approve Credit Warrant L-70 in the amount of \$201.36.
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-71 in the amount of \$285,384.52. Seconded
by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve Warrant L-72 in the amount of \$555,296.83. Seconded
by Clayton Hudson. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

Gretchen Rodney made a motion to approve the Core Values for Longwood Public Library.
Seconded by Clayton Hudson. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Victor Massian Jr. made a motion to approve the one-year corporate subscription of TeamViewer
software for June 25, 2025 to June 24, 2026. Seconded by Gail Lynch-Bailey. Motion approved
unanimously.

Victor Massian Jr. made a motion to approve the budget line transfers in the 2024/2025 budget.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to discard 9 Dell desktop computers, as listed. Seconded by Gail
Lynch-Bailey. Motion approved unanimously.

Dell OptiPlex 7460 AIO CTO	Inventory #	2344
Dell OptiPlex 7460 AIO CTO	Inventory #	2343
Dell OptiPlex 7490 AIO	Inventory #	2477
Dell OptiPlex 3050 AIO XCTO	Inventory #	2366
Dell OptiPlex 5490 AIO	Inventory #	2493
Dell OptiPlex 7490 AIO	Inventory #	2489
Dell OptiPlex 7490 AIO	Inventory #	2488
Dell OptiPlex 7490 AIO	Inventory #	2484
Dell OptiPlex 7470 AIO	Inventory #	2393

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 8:19 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Rodney. Motion approved unanimously.

Gretchen Rodney made a motion to move out of executive session at 9:35 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERSONNEL REPORT

Gretchen Rodney made a motion to approve the revised personnel report dated June 18, 2025 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

MOTION TO ADJOURN

Gretchen Rodney made a motion to adjourn the meeting at 9:36 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board