

LONGWOOD PUBLIC LIBRARY

Regular Meeting

July 19, 2017

The meeting was called to order at 7:02 pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Victor Massian Jr., Lauren O'Connell, Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guterres, and Secretary to the Board Mara Sigalas were present.

APPROVAL OF AGENDA

Gail Lynch-Bailey made a motion to approve the agenda as amended. Seconded by Victor Massian Jr. Motion approved unanimously.

APPROVAL OF MINUTES FROM REGULAR BOARD MEETING

Lauren O'Connell made a motion to approve the minutes of the Board Meeting of June 21, 2017. Seconded by Victor Massian Jr. Motion approved unanimously.

APPROVAL OF MINUTES FROM REORGANIZATIONAL MEETING

Lauren O'Connell made a motion to approve the minutes of the Reorganizational Meeting of July 5, 2017. Seconded by Victor Massian Jr. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated June 30, 2017, with an opening balance of \$3,158,494.69 and a closing balance of \$3,296,094.94. Seconded by Lauren O'Connell. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve L Warrant # 1 in the amount of \$572,199.94. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Credit L Warrant # 2 in the amount of \$129,299.97. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Credit L Warrant # 3 in the amount of \$269,501.13. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T & A Warrant # 1 in the amount of \$119,838.98. Seconded by Victor Massian Jr. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant # 1 in the amount of \$26,270.65. Seconded by Victor Massian Jr. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

The board reviewed 3 pieces of correspondence (thank-you from retiree Margaret Colarossi, request from Coram patron, and letter from Kevin Verbesey).

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

NEW BUSINESS

POLICY MANUAL ADDITION

Gail Lynch-Bailey made a motion to approve the addition of Policy 700-84 Chromecasts and Hotspots as attached. Seconded by Victor Massian Jr. Motion approved unanimously.

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BUILDING FUND

Gail Lynch-Bailey made a motion to approve the expenditure for Janice Davis Designs, Brooklyn NY, to design a mural in the Children's Garden in the amount of \$3,000. Seconded by Victor Massian Jr. Motion approved unanimously.

CAPITAL EQUIPMENT DISCARD

Gail Lynch-Bailey made a motion to discard 1 Lexmark C544 Printer Inventory # 1795. 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 8:39 pm to discuss personnel appointments and employee histories. Seconded by Gail Lynch-Bailey. Motion approved unanimously. Lauren O'Connell made a motion to move out of executive session at 8:54 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERSONNEL REPORT

Lauren O'Connell made a motion to accept the revised Personnel Report dated July 19, 2017 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

MOTION TO ADJOURN

Lauren O'Connell made a motion to adjourn the meeting at 8:56 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary of the Board

Secretary to the Board