

Longwood Public Library  
Board of Trustees Meeting Minutes  
August 18, 2021  
Kovarik Room

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The meeting was called to order at 7:05 pm by President Gretchen Cotton Rodney, Library Trustees Gail Lynch-Bailey, Lauren O'Connell, Theresa Germano, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, Secretary to the Board Mara Sigalas were in attendance. Victor Massian Jr. arrived at 8:15 pm.

**Approval of Agenda**

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

**Approval of Minutes from the July 7, 2021 Reorganizational Board Meeting**

Theresa Germano made a motion to approve the minutes of the July 7, 2021 Reorganizational Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Approval of Minutes from the July 21, 2021 Board Meeting**

Lauren O'Connell made a motion to approve the minutes of the July 21, 2021 Regular Board meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Period of Public Expression**

None

**Treasurer's Report**

Lauren O'Connell made a motion to approve the Treasurer's Report dated July 31,

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2021 with an opening balance of \$4,885,817.11 and a closing balance of \$4,800,878.57. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Approval of Warrants**

Lauren O'Connell made a motion to approve L Warrant #3 in the amount of \$877.98. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #4 in the amount of \$1,147.75. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #5 in the amount of \$458,669.16. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #6 in the amount of \$4,040.06. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #7 in the amount of \$423,690.46. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #8 in the amount of \$265,338.11. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Correspondence**

None

## **New Business**

Gail Lynch-Bailey made a motion to approve the revisions to policies 600-60 Sustainability & the Environment, 200-10 Materials Selection, and 500-20 Chain of Command. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the inspection and maintenance service agreement for the HVAC system by Dynaire Service Corporation of Mineola, NY for the period 7/1/2021 to 6/30/2022. Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve the discard of:

1 Dell Latitude Laptop	Inventory # 1865
1 Star TSP650 Receipt Printer	Inventory # 1736
1 Star TSP650 Receipt Printer	Inventory # 1753
1 Nexus Tablet	Inventory # 1828
1 Nexus Tablet	Inventory # 1832
1 Nexus Tablet	Inventory # 1838
1 Nexus Tablet	Inventory # 1841
1 Nexus Tablet	Inventory # 1843
1 Nexus Tablet	Inventory # 1844
1 Nexus Tablet	Inventory # 1847
1 Nexus Tablet	Inventory # 1850

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 7:49 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to move out of executive session at 8:31 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

### **Personnel Report**

Theresa Germano made a motion to approve the personnel report dated August 18, 2021 as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

### **Motion to Adjourn**

Lauren O'Connell made a motion to adjourn the meeting at 8:32 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board