

Longwood Public Library Board of Trustees Meeting  
August 19, 2020  
Held via Zoom public call in number 1-646-558-8656  
Meeting ID: 853 7168 9768 Password: 295014

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The meeting was called to order at 7:00 pm by President Victor Massian Jr. Library Trustees Gretchen Cotton Rodney, Lauren O'Connell, Gail Lynch-Bailey, Theresa Germano, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres and Secretary to the Board Mara Sigalas were present.

**Approval of Agenda**

Lauren O'Connell made a motion to approve the agenda. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Approval of Minutes from the July 15, 2020 Regular Board Meeting via Zoom.  
Meeting ID 815 3591 9452 (COVID 19 Pandemic).**

Lauren O'Connell made a motion to approve the minutes of the July 15, 2020 Board Meeting. Seconded by Theresa Germano. Motion approved unanimously.

**Period of Public Expression**

None

**Treasurer's Report dated July 31, 2020**

Theresa Germano made a motion to approve the Treasurer's Report dated July 31, 2020 with an opening balance of \$4,127,345.37 and a closing balance of \$4,101,194.48. Seconded by Gretchen Cotton Rodney. Motion approved unanimously

**Approval of Warrants**

Theresa Germano made a motion to approve L Credit Warrant #3 in the amount of \$955.00. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #4 in the amount of \$ 64,357.72. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #5 in the amount of \$344,897.29. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #6 in the amount of \$274,893.89.  
Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #7 in the amount of \$312,177.91.  
Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #8 in the amount of \$267,268.06.  
Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #2 in the amount of \$267.70.  
Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #3 in the amount of \$155,278.17.  
Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #4 in the amount of \$154,815.74.  
Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**New Business**

Gail Lynch-Bailey made a motion to approve the revision to Policy 700-10 Borrower  
Registration. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the discard of:

1	Dell OptiPlex 760	Inventory #	1537
1	APC Smart UPS 1640 Battery Backup Inventory	Inventory #	1640
1	Dell Latitude E5530	Inventory #	1742
1	Dell OptiPlex 7010	Inventory #	1869
1	APC Smart UPS 1000 Battery Backup	Inventory #	1885
1	Dell OptiPlex 9030	Inventory #	1917

**General Discussion**

None

**Executive Session Motion**

Lauren O'Connell made a motion to move into executive session at 7:58 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 8:24 pm. Seconded by Victor Massian Jr. Motion approved unanimously.

**Personnel Report**

Lauren O'Connell made a motion to approve the personnel report dated August 19, 2020 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Motion to Adjourn**

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:27 pm. Seconded by Theresa Germano. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board