Longwood Public Library Board of Trustees Regular Meeting Minutes September 17, 2025 Kovarik Room

The meeting was called to order at 7:19 pm by President Victor Massian Jr., Library Trustees Gail Lynch-Bailey, Clayton Hudson, Tracy Caliendo, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Kathleen Perrone, and Secretary to the Director Mara Sigalas were in attendance. Gretchen Rodney was absent.

## **APPROVAL OF AGENDA**

Gail Lynch-Bailey made a motion to approve the agenda. Seconded by Clayton Hudson. Motion approved unanimously.

## APPROVAL OF MINUTES FROM THE AUGUST 20, 2025 REGULAR BOARD MEETING

Tracy Caliendo made a motion to approve the minutes from the August 20, 2025 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

### PERIOD OF PUBLIC EXPRESSION

None

#### TREASURER'S REPORT

Clayton Hudson made a motion to approve the Treasurer's Report dated August 31, 2025 with an opening balance of \$5,430,356.98 and a closing balance of \$5,609,104.55. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **APPROVAL OF WARRANTS**

Clayton Hudson made a motion to approve Warrant L-8 in the amount of \$533,319.17. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-9 in the amount of \$33,327.99. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-10 in the amount of \$543,330.15. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-11 in the amount of \$1,008.50. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-12 in the amount of \$505,306.44. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-13 in the amount of \$323,744.50. Seconded by Gail Lynch-Bailey . Motion approve unanimously.

# **CORRESPONDENCE AND UNFINISHED BUSINESS**

None

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#### PERIOD OF PUBLIC EXPRESSION

None

#### **NEW BUSINESS**

Gail Lynch-Bailey made a motion to approve Residential Fences Corp. (Ridge, NY) to install a new 6 foot high black system chain link fence which will connect to the existing perimeter fence on the east side of the property line, for a total of \$4,200, as attached. Seconded by Tracy Caliendo. Motion approved unanimously.

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

1	Lexmark CS431 Printer	Inventory #	1980
1	Lexmark C792 Printer	Inventory #	1897
1	Dell OptiPlex 7440AIO Computer	Inventory #	2394
1	Dell OptiPlex 7440AIO Computer	Inventory #	2342
1	Dell OptiPlex 7440AIO Computer	Inventory #	2424
1	Lexmark CS431 Printer	Inventory #	2584

Seconded by Clayton Hudson. Motion approved unanimously.

# **EXECUTIVE SESSION MOTION**

Tracy Caliendo made a motion to move into executive session at 8:09 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Clayton Hudson. Motion approved unanimously.

Tracy Caliendo made a motion to move out of executive session at 8:27 pm. Seconded by Clayton Hudson. Motion approved unanimously.

## **PERSONNEL REPORT**

Gail Lynch-Bailey made a motion to approve the personnel report dated September 17, 2025 as presented. Seconded by Clayton Hudson. Motion approved unanimously.

## **MOTION TO ADJOURN**

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:28 pm. Seconded by Tracy Caliend	0
Motion approved unanimously.	

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Secretary to the Board	-	Secretary of the Board