

The meeting was called to order at 7:07 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 Library 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. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **1000 BOOKS BEFORE KINDERGARTEN CERTIFICATE PRESENTATION**

The Board recognized young patrons who have completed the 1000 Books Before Kindergarten program.

### **SUMMER BATTLE OF THE BOOKS TEAM CERTIFICATE PRESENTATION**

The Board recognized this year's Summer Battle of the Books team and coach Rebecca Goldstein.

### **APPROVAL OF MINUTES FROM REGULAR BOARD MEETING**

Gail Lynch-Bailey made a motion to approve the minutes of the Board Meeting of August 16, 2017. Seconded by Lauren O'Connell. Motion approved unanimously.

### **PERIOD OF PUBLIC EXPRESSION**

None

### **TREASURER'S REPORT**

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated August 31, 2017 with an opening balance of \$3,344,069.55 and a closing balance of \$3,341,139.13. Seconded by Lauren O'Connell. Motion approved unanimously.

### **APPROVAL OF WARRANTS & BUDGET EXPENDITURES**

Gail Lynch-Bailey made a motion to approve L Credit Warrant #8 in the amount of \$1,864.34. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #9 in the amount of \$5,306.60. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #10 in the amount of \$251,885.96. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #11 in the amount of \$233,378.10. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #12 in the amount of \$262,782.65. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #13 in the amount of \$245,008.62. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant #5 in the amount of \$110,505.19. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant #6 in the amount of \$145,841.63. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant #7 in the amount of \$186.62. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant #8 in the amount of \$108,260.71. Seconded by Victor Massian Jr. Motion approved unanimously.

## **BUILDING FUND**

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant #4 in the amount of \$4,766.50. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant #5 in the amount of \$5,821.29. Seconded by Victor Massian Jr. Motion approved unanimously.

## **CORRESPONDENCE AND UNFINISHED BUSINESS**

The board reviewed 2 pieces of correspondence (SCLS).

## **NEW BUSINESS**

### **POLICY MANUAL UPDATE**

Lauren O'Connell made a motion to approve the revisions to Policy 600-40 Bulletin Board and Literature Display, Policy 600-150 Access to Records and Policy 600-150a Access to Records Form. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**TELECOMMUNICATIONS**

Lauren O'Connell made a motion to approve the fee to build a new Longwood Library website, including integration of program registration, museum passes and Library of Things (LoT) and first year hosting fees by Library Market, Jonesboro, AR for the amount of \$26,500. Seconded by Victor Massian Jr. Motion approved unanimously.

**CAMPUS MAINTENANCE**

Lauren O'Connell made a motion to approve the cleaning of all interior and exterior windows by Crystal Clear Window Cleaning, Mattituck, NY for the amount of \$2,470. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the painting of all arrows, ADA stalls and symbols. "stop" text and all entrance lines and arrows in the parking lot, including two coats by Quintal Contracting Corp., Islip, NY for the amount of \$3,080. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**BUILDING REPAIR**

Lauren O'Connell made a motion to approve the jetting of main storm line by Hartcorn Plumbing & Heating, Ronkonkoma, NY for the amount of \$2,200. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**CAPITAL EQUIPMENT**

Lauren O'Connell made a motion to approve the purchase of a fabricated laminate table caddy by A.R. Kropp Co. & Sons, Bay Shore, NY for the amount of \$1,260. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**BUILDING FUND**

Lauren O'Connell made a motion to approve the purchase of the children's garden Water Table by Goric Marketing Group USA, Belmont, MA, for the amount of \$17,860. Seconded by Victor Massian Jr. Motion approved unanimously.

Lauren O'Connell made a motion to approve the fabrication of the mural for the children's garden, by GDS Architectural Signage Solutions, Bedford, NH. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the expenditure of fall seeding and touch-up work by Nassau Suffolk Landscaping, East Moriches NY for the amount of \$3,700. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**CAPITAL EQUIPMENT DISCARD**

Lauren O'Connell made a motion to approve the discard of 1 Lexmark C782 Printer inventory number 1421; 2 Dell OptiPlex 760 computers inventory numbers 1531 and 1585; 4 Dell OptiPlex 780 computers inventory numbers, 1595, 1627, 1628, 1653; 7 Dell OptiPlex 790 computers inventory numbers, 1697, 1702, 1717, 1719, 1720, 1722, 1723; 1 HP Compaq 6200 computer inventory number 1733. Seconded by Victor Massian Jr. Motion approved unanimously.

**GENERAL DISCUSSION**

None

**EXECUTIVE SESSION MOTION**

Victor Massian Jr. made a motion to move into executive session at 9:12 pm to discuss personnel appointments and employee histories. Seconded by Lauren O'Connell. Motion approved unanimously. Gail Lynch-Bailey made a motion to move out of executive session at 9:53 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

**PERSONNEL REPORT**

Lauren O'Connell made a motion to accept the revised Personnel Report dated September 20, 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 9:54 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary of the Board

Secretary to the Board