

**LONGWOOD PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
SEPTEMBER 20, 2023  
KOVARIK ROOM**

The meeting was called to order at 7:00pm by President Theresa Germano. Library Trustees, Gail Lynch-Bailey, Lauren O'Connell, Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Director Mara Sigalas were in attendance. Victor Massian Jr. arrived at 7:12pm.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES FROM THE AUGUST 16, 2023 REGULAR BOARD MEETING**

Gretchen Rodney made a motion to approve the minutes from the August 16, 2023 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**BATTLE OF THE BOOKS TEAM RECOGNITION**

The Board recognized the library's Summer Battle of the Books Team and team coaches, Megan Karaptis and Ashley Sabatino.

**PERIOD OF PUBLIC EXPRESSION**

Stephanie VanDenburg, President of Friends of the Library, addressed the Board.

**TREASURER'S REPORT**

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated August 31, 2023 with an opening balance of \$5,257,088.41 and a closing balance of \$5,445,483.16. Seconded by Gretchen Rodney. Motion approved unanimously.

**APPROVAL OF WARRANTS**

Gail Lynch-Bailey made a motion to approve L Warrant #10 in the amount of \$255.95. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #11 in the amount of \$477,532.17. Seconded by Lauren O'Connell. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Credit Warrant #12 in the amount of \$3,951.02. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #13 in the amount of \$9,983.78. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #14 in the amount of \$490,352.86. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #15 in the amount of \$323,289.78. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #16 in the amount of \$453,722.53. Seconded by Lauren O'Connell. Motion approved unanimously.

**CORRESPONDENCE AND UNFINISHED BUSINESS**

The Board reviewed two pieces of correspondence, one from Kevin Verbese (SCLS) and one from patron Judith Kaynes Youngerman.

**PERIOD OF PUBLIC EXPRESSION**

None

**NEW BUSINESS**

Lauren O'Connell made a motion to approve the revisions to policy 400-55 Code of Ethics. Seconded By Gretchen Rodney. Motion approved unanimously.

The Board reviewed a tentative budget for work on the Dooley property.

**EXECUTIVE SESSION MOTION**

Gretchen Rodney made a motion to move into executive session at 8:19pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to move out of executive session at 9:12pm. Seconded by Victor Massian Jr. Motion approved unanimously.

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**PERSONNEL REPORT**

Gretchen Rodney made a motion to approve the personnel report dated September 20, 2023 as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

**MOTION TO ADJOURN**

Gretchen Rodney made a motion to adjourn the meeting at 9:13 pm. Seconded by Victor Massian Jr. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board