

Longwood Public Library  
Board of Trustees Regular Meeting Minutes  
January 21, 2026  
Kovarik Room

The meeting was called to order at 7:03 pm by President Victor Massian Jr. Library Trustees Gretchen Rodney, 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.

#### **APPROVAL OF AGENDA**

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

#### **APPROVAL OF MINUTES FROM THE DECEMBER 17, 2025 REGULAR BOARD MEETING**

Tracy Caliendo made a motion to approve the minutes from the December 17, 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 December 31, 2025 with an opening balance of \$5,141,549.50 and a closing balance of \$5,399,635.51. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

#### **APPROVAL OF WARRANTS**

Clayton Hudson made a motion to approve Warrant L-35 in the amount of \$1,353.86. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-36 in the amount of \$521,609.79. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Credit Warrant L-37 in the amount of \$1,868.77. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-38 in the amount of \$103,365.40. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-39 in the amount of \$300,995.91. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-40 in the amount of \$558,780.43. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

#### **CORRESPONDENCE AND UNFINISHED BUSINESS**

None

**PERIOD OF PUBLIC EXPRESSION**

None

**NEW BUSINESS**

Gail Lynch Bailey made a motion to approve the operating budget for Longwood Public Library for the 2026–2027 fiscal year in the amount of \$9,858,162, including a bond payment of \$1,181,375, of which \$9,253,162 shall be raised by taxation. Seconded by Tracy Caliendo. Motion approved unanimously.

Tracy Caliendo made a motion to approve the resolution to designate the election officials to act at the Annual Election and Budget Vote on April 14, 2026. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey mad a motion to approve the revision to policy 700-10 Borrower Registration. Seconded by Tracy Caliendo. Motion approved unanimously.

**EXECUTIVE SESSION MOTION**

Victor Massian Jr. made a motion to move into executive session at 7:46 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Tracy Caliendo. Motion approved unanimously.

Gail-Lynch Bailey made a motion to move out of executive session at 9:05 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

**PERSONNEL REPORT**

Gail Lynch-Bailey made a motion to approve the revised personnel report dated January 21, 2026 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

**MOTION TO ADJOURN**

Gail Lynch-Bailey made a motion to adjourn the meeting at 9:06 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

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Secretary to the Board

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Secretary to the Board