

Longwood Public Library
Board of Trustees Regular Meeting Minutes
July 16, 2025
Kovarik Room

The meeting was called to order at 7:24 pm by Vice-President Gail Lynch-Bailey. Clayton Hudson, Gretchen Rodney, 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. Victor Massian Jr. was absent with prior notice.

APPROVAL OF AGENDA

Clayton Hudson made a motion to approve the agenda. Seconded by Gretchen Rodney. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE JUNE 18, 2025 REGULAR BOARD MEETING

Gretchen Rodney made a motion to approve the minutes from the June 18, 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 June 30, 2025 with an opening balance of \$4,972,265.45 and a closing balance of \$5,317,674.16. Seconded by Gretchen Rodney. Motion approved unanimously.

APPROVAL OF WARRANTS

Clayton Hudson made a motion to approve Warrant L-73 in the amount of \$389.25. Seconded by Gretchen Rodney. Motion approved unanimously.

Clayton Hudson made a motion to approve Credit Warrant L-74 in the amount of \$1,050.00. Seconded by Gretchen Rodney. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-75 in the amount of \$370,757.90. Seconded by Gretchen Rodney. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-76 in the amount of \$58,819.93. Seconded by Gretchen Rodney. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-77 in the amount of \$558,816.77. Seconded by Gretchen Rodney. Motion approved unanimously.

Clayton Hudson made a motion to approve Warrant L-1 in the amount of \$379,513.34. Seconded by Gretchen Rodney. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Gretchen Rodney made a motion to approve the maintenance and labor service agreement of the HVAC system by Dynaire Service Corporation (Mineola, NY) for the period 7/1/2025 to 6/30/2026, in the total amount of \$11,685.00. Seconded by Clayton Hudson. Motion approved unanimously.

Clayton Hudson made a motion to approve the construction of a custom enclosure for the LiteZilla in the Children's Department and the dismantling, and relocation of the existing steel bookcase and bulletin board by Dale Stonemetz (Mattituck, NY), in the total amount of \$5,400. Seconded by Gretchen Rodney. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Clayton Hudson made a motion to move into executive session at 7:56 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Rodney. Motion approved unanimously.

Gretchen Rodney made a motion to move out of executive session at 8:36 pm. Seconded by Clayton Hudson. Motion approved unanimously.

PERSONNEL REPORT

Gretchen Rodney made a motion to approve the personnel report dated July 16, 2025 as presented. Seconded by Clayton Hudson. Motion approved unanimously.

MOTION TO ADJOURN

Gretchen Rodney made a motion to adjourn the meeting at 8:37 pm. Seconded by Clayton Hudson. Motion approved unanimously.

Secretary to the Board

Secretary of the Board