

LONGWOOD PUBLIC LIBRARY  
REORGANIZATIONAL MEETING  
KOVARIK ROOM  
JULY 16, 2025

The meeting was called to order at 7:03 pm by Gail Lynch-Bailey, followed by the pledge to the flag. Library Trustees Clayton Hudson, Gretchen Rodney, Tracy Caliendo, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Kathi Perrone, and Secretary to the Board 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.

**OATH OF OFFICE FOR TRUSTEE**

The Oath of Office was taken by Tracy Caliendo.

**OATH OF OFFICE FOR DIRECTOR**

The Oath of Office was taken by Library Director, Lisa Jacobs.

**APPOINTMENT OF TEMPORARY PRESIDENT**

Clayton Hudson made a motion to appoint Gail Lynch-Bailey as Temporary President. Seconded by Gretchen Rodney. Motion approved unanimously.

**PERIOD OF PUBLIC EXPRESSION**

None

**NOMINATION & ELECTION OF OFFICERS FOR 2025-2026**

- **President of the Board of Trustees**

Clayton Hudson made a motion to nominate Victor Massian Jr., President of the Board of Trustees. Seconded by Gretchen Rodney. Motion approved unanimously.

- **Vice President of the Board of Trustees**

Clayton Hudson made a motion to nominate Gail Lynch-Bailey, Vice President of the Board of Trustees. Seconded by Gretchen Rodney. Motion approved unanimously.

- **Secretary of the Board of Trustees**

Gretchen Rodney made a motion to nominate Gretchen Rodney, Secretary of the Board of Trustees. Seconded by Clayton Hudson. Motion approved unanimously.

**APPOINTMENT OF BUILDING COMMITTEE CHAIRPERSONS**

- **Finance Committee Chairperson:**

Gretchen Rodney made a motion to appoint Clayton Hudson, Finance Committee Chairperson of the Board of Trustees. Seconded by Tracy Caliendo. Motion approved unanimously.

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- **Building Committee Chairperson:**

Clayton Hudson made a motion to appoint Tracy Caliendo, Building Committee Chairperson of the Board of Trustees. Seconded By Gretchen Rodney. Motion approved unanimously.

### **ANNUAL APPOINTMENTS**

Gretchen Rodney made a motion to appoint:

- **Board Attorney**

Andrew Martingale of Quatela Chimeri LLP as board attorney at a fee of \$260.00 per hour.

- **Board Auditors**

Baldessari & Coster, LLP as board auditors, as approved at the May 21, 2025 meeting.

- **Board Treasurer**

Frances Wiener as board treasurer at \$525.00 per month.

Seconded by Clayton Hudson. Motion approved unanimously.

### **ANNUAL DESIGNATIONS**

Gretchen Rodney made a motion to designate:

- **Official Bank**

TD Bank

- **Official Newspaper**

Long Island Advance

- **Board Membership in Associations**

New York Library Association/Library Trustees Association

- **Secretary to the Board**

Mara Sigalas

Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to authorize the Library Director, Assistant Director, or in their absence, their designee to approve and certify payroll. Seconded by Clayton Hudson. Motion approved unanimously.

### **AUTHORIZATION OF PRIOR APPROVAL OF PAYMENT TO VENDORS**

Gretchen Rodney made a motion to authorize prior approval for payments to vendors on the list dated July 16, 2025 within the stated limits. Seconded by Clayton Hudson. Motion approved unanimously.

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### **AUTHORIZATION FOR REVIEW OF BILLS**

Gretchen Rodney made a motion to designate one trustee per month to review bills. Seconded by Clayton Hudson. Motion approved unanimously.

### **ANNUAL STATEMENT OF COMPLIANCE REGARDING CONFLICT OF INTEREST**

The Board reviewed the policy and signed the Conflict of Interest form.

### **READOPTON OF POLICIES**

Gretchen Rodney made a motion to readopt the following policies:

- a. Investment Policy including options I, IV, VIII, IX (1, 4, 8, 9) from APPENDIX A Schedule of Eligible Securities
- b. Procurement Policy
- c. Full policy manual including changes and additions from July 1, 2024 to June 30, 2025.

Seconded by Clayton Hudson. Motion approved unanimously.

### **REVIEW OF BYLAWS**

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

### **ADOPTION OF LIBRARY CALENDAR FOR 2025-2026**

Gretchen Rodney made a motion to approve the following 2025-2026 calendar items as presented:

- Board Meeting Schedule
- Library Holiday Closings
- Sunday Openings
- Budget Vote Schedule
- Pay Dates

Seconded by Clayton Hudson. Motion approved unanimously.

### **RECORDS MANAGEMENT DISCARD**

Gretchen Rodney made a motion to approve the discard of items in accordance with the library's Records Retention policy. Seconded by Clayton Hudson. Motion approved unanimously.

### **ORGANIZATIONAL CHART**

The Board reviewed the Organizational Chart.

### **BOARD SELF EVALUATION**

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The Board reviewed the Board Self Evaluation process with interest.

**ADJOURNMENT**

Gretchen Rodney made a motion to adjourn the meeting at 7:23 pm. Seconded by Clayton Hudson. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board