

Longwood Public Library Board of Trustees Reorganizational Meeting
July 7, 2021
Kovarik Room

The meeting was called to order at 7:03 pm by Vice President Gretchen Cotton Rodney, followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Lauren O'Connell Theresa Germano, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, Secretary to the Board Mara Sigalas, Board Treasurer Frances Wiener and Board Attorney Andrew Martingale were in attendance. Trustee Victor Massian Jr. was absent with prior notice.

Approval of Agenda

Lauren O'Connell made a motion to approve the revised agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Oath of Office for Trustee

Tabled due to excused absence of Victor Massian, Jr.

Oath of Office for Director

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

Appointment of Temporary President

Lauren O'Connell made a motion to appoint Gretchen Cotton Rodney as Temporary President. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Period of Public Expression

None

Longwood Public Library Board of Trustees Reorganizational Meeting
July 7, 2021
Kovarik Room

Nomination & Election of President of the Board of Trustees

Gail Lynch-Bailey made a motion to nominate Gretchen Cotton Rodney, President of the Board of Trustees. Seconded by Lauren O'Connell. Motion approved unanimously.

Nomination & Election of Vice President of the Board of Trustees

Lauren O'Connell made a motion to nominate Gail Lynch-Bailey, Vice President of the Board of Trustees. Seconded by Theresa Germano. Motion approved unanimously.

Nomination & Election of Secretary of the Board of Trustees

Gail Lynch-Bailey made a motion to nominate Victor Massian, Jr., Secretary of the Board of Trustees. Seconded by Lauren O'Connell. Motion approved unanimously.

Appointment of Finance Committee Chairperson

Gail Lynch-Bailey made a motion to appoint Lauren O'Connell, Finance Committee Chairperson of the Board of Trustees. Seconded by Theresa Germano. Motion approved unanimously.

Appointment of Building Committee Chairperson

Gail Lynch-Bailey made a motion to appoint Theresa Germano, Building Committee Chairperson of the Board of Trustees. Seconded by Lauren O'Connell. Motion approved unanimously.

Appointment of Board Attorney

Theresa Germano made a motion to appoint Hamburger, Maxson, Yaffe & Martingale, LLP, as board attorney at a rate of \$250 per hour. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Longwood Public Library Board of Trustees Reorganizational Meeting
July 7, 2021
Kovarik Room

Appointment of Board Auditor

The Board approved the appointment of the firm of Baldessari & Coster, LLP as board auditors at their April 21, 2021 board meeting.

Appointment of Board Treasurer

Theresa Germano made a motion to appoint Frances Wiener, Board Treasurer at \$450 per month. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Oath of Office for Treasurer

The Oath of Office was taken by Treasurer, Frances Wiener.

Designation of Secretary to the Director as Secretary to the Board

Gail Lynch-Bailey made a motion to appoint Secretary to the Director Mara Sigalas, as Secretary to the Board. Seconded by Lauren O'Connell. Motion approved unanimously.

Designation of Banks

Lauren O'Connell made a motion to designate Dime Community Bank and Peoples United Bank as official banks. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Designation of Official Newspaper

Gail Lynch-Bailey a motion to designate the Long Island Advance as official newspaper. Seconded by Lauren O'Connell. Motion approved unanimously.

Designation of Board Membership in Associations

Theresa Germano made a motion to designate board membership in the following associations: Suffolk County Library Association, New York Library Association, and Library Trustee Association of New York State. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Authorization of Library Director or Designee to Approve and Certify Payroll

Lauren O'Connell made a motion to authorize the Library Director, Assistant Director, or in their absence their designee to approve and certify payroll. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Authorization of Prior Approval of Payment to Vendors

Theresa Germano made a motion to authorize prior approval for payments to vendors on the list dated July 1, 2021, within stated limits. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Authorization for Review of Bills

Lauren O'Connell made a motion to designate one trustee per month to review bills. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Board Self Evaluation

The board reviewed the Board Self Evaluation process with interest.

Conflict of Interest and Annual Statement of Compliance

The board reviewed the policy and signed the Conflict of Interest document.

Approval of Investment Policy

Lauren O'Connell made a motion to approve the readoption of the Financial Investment Policy including items I, IV, VIII, IX (1, 4, 8 and 9) on Appendix A Schedule of Eligible Securities. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Procurement Policy

Theresa Germano made a motion to approve readoption of the Procurement Policy. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Readoption of Policy Manual

Gail Lynch-Bailey made a motion to readopt the policy manual including changes and additions from July 1, 2020 to June 30, 2021. Seconded by Lauren O'Connell. Motion approved unanimously.

Library Calendar

Lauren O'Connell made a motion to designate the third Wednesday of every month at 7:00 pm for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the library closings for the 2021-2022 budget year. Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve Sunday openings for the 2021-2022 budget year. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Longwood Public Library Board of Trustees Reorganizational Meeting
July 7, 2021
Kovarik Room

Lauren O'Connell made a motion to approve the 2021-2022 Budget Vote Schedule. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

The Board reviewed the estimated conference schedule.

Period of Public Expression

None

Chain of Command

The Board reviewed the Chain of Command.

Approval of Warrants & Budget Expenditures

Theresa Germano made a motion to approve L Warrant #63 in the amount of \$851.87. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Credit Warrant #64 in the amount of \$1,075.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #65 in the amount of \$37,420.99. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve Warrant L #66 in the amount of \$411,180.81. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L #1 Budget Transfers Report reflecting transfers approved at the June 16, 2021 board meeting. Seconded by Lauren O'Connell. Motion approved unanimously.

Correspondence and Unfinished Business

Longwood Public Library Board of Trustees Reorganizational Meeting
July 7, 2021
Kovarik Room

None

New Business

Gail Lynch-Bailey made a motion to approve the purchase of 15 Dell OptiPlex 7490 AIO Desktop Computers (Dell.com), NYS Contract Number: #C000000005000 for a total of \$18,725.85. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to discard 1 APC 1500V A Battery Backup, inventory #1894 and 1 OptiPlex 9020 Inventory #1870. Seconded by Theresa Germano. Motion approved unanimously.

Theresa Germano made a motion to approve the discard of various records management items as specified in the Retention and Disposition Schedule for LGS-1, New York Local Government Records. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Executive Session Motion

Gail Lynch-Bailey made a motion to move into executive session at 7:32 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to move out of executive session at 8:34 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

Personnel Report

Gail Lynch-Bailey made a motion to approve the personnel report dated July 7, 2021 as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

Longwood Public Library Board of Trustees Reorganizational Meeting
July 7, 2021
Kovarik Room

Motion to Adjourn

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:35 pm. Seconded by Theresa Germano. Motion approved unanimously.

Longwood Public Library Board of Trustees Reorganizational Meeting
July 7, 2021
Kovarik Room

Secretary to the Board

Secretary of the Board