

Longwood Public Library Board of Trustees Meeting  
January 20, 2021  
Held via Zoom public call in number 1-646-558-8656  
Meeting ID: 819 2842 6905 Passcode: 802619

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The meeting was called to order at 7:03 pm by President Victor Massian Jr. Library Trustees Gretchen Cotton Rodney, Theresa Germano, Lauren O'Connell, Gail Lynch-Bailey, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres and Secretary to the Board Mara Sigalas were present.

**Approval of Agenda**

Lauren O'Connell made a motion to approve the agenda. Seconded by Theresa Germano. Motion approved unanimously.

**Approval of Minutes from the December 16, 2020 Regular Board Meeting via Zoom Meeting ID 833 4656 2671 (COVID 19 Pandemic).**

Lauren O'Connell made a motion to approve the minutes of the December 16, 2020 Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Period of Public Expression**

None

**Year End Audit Report**

Al Coster of Baldessari & Coster, LLP made a presentation to the Board of Trustees concerning the audit of the finances of the Longwood Public Library for the year ending June 30, 2020.

**Treasurer's Report dated December 31, 2020**

Lauren O'Connell made a motion to approve the Treasurer's Report dated December 31, 2020 with an opening balance of \$4,364,175.07 and a closing balance of \$4,384,986.49. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Approval of Warrants**

Theresa Germano made a motion to approve L Credit Warrant #30 in the amount of \$838.04.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #31 in the amount of \$5,860.64.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #32 in the amount of \$269,685.24.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #33 in the amount of \$249,416.41.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #34 in the amount of \$227,983.90.  
Seconded by Theresa Germano. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #18 in the amount of \$554.68.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #19 in the amount of \$118,037.62.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #20 in the total amount of \$145,018.00.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Correspondence**

None

**New Business**

Lauren O'Connell made a motion to accept the audit of the finances of the Longwood Public Library for the year ending June 30, 2020. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve the decrease of staff mileage reimbursement rate from 57.5 cents to 56 cents per mile in accordance with the IRS mileage rate, effective January 21, 2021. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to authorize the extension of employee paid leave as defined under the Families First Coronavirus Response Act (FFCRA) through March 31, 2021. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve the resolution to designate officials to act at the Annual Election and Budget Vote of April 6, 2021. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve the operating budget for the fiscal year 2021-2022 for the Longwood Public Library which shall be \$8,217,362 and includes the bond payment of \$1,162,243.75, for a total of which \$7,885,362 shall be raised by taxation. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**General Discussion**

None

**Executive Session Motion**

Lauren O'Connell made a motion to move into executive session at 8:27pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to move out of executive session at 8:45pm. Seconded by

Gretchen Cotton Rodney. Motion approved unanimously.

**Personnel Report**

Lauren O'Connell made a motion to approve the personnel report dated January 20, 2021 as presented. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

**Motion to Adjourn**

Lauren O'Connell made a motion to adjourn the meeting at 8:46pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board