

**LONGWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING MINUTES
JANUARY 24, 2024
KOVARIK ROOM**

The meeting was called to order at 7:08 pm by Secretary Gretchen Rodney. Library Trustees, Gail Lynch-Bailey, Victor Massian Jr., Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Director Mara Sigalas, were in attendance.

APPOINTMENT OF CHAIR PRO TEM

Victor Massian Jr. made a motion to appoint Gretchen Rodney as Chair Pro Tem. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF AGENDA

Victor Massian Jr. made a motion to approve the agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE DECEMBER 20, 2023 REGULAR BOARD MEETING

Victor Massian Jr. made a motion to approve the minutes from the December 20, 2023 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

YEAR END AUDIT REPORT

Al Coster of Baldessari & Coster, LLP, made a presentation via Zoom to the Board of Trustees concerning the audit of the finances of the Longwood Public Library for the year ending June 30, 2023.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated November 30, 2023 with an opening balance of \$5,253,413.19 and a closing balance of \$5,341,548.10. Seconded by Victor Massian Jr. Motion approved unanimously.

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APPROVAL OF WARRANTS

Gail-Lynch Bailey made a motion to approve L Credit Warrant 34 in the amount of \$3,528.83. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 35 in the amount of \$520,839.71. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 36 in the amount of \$1,114.43. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 37 in the amount of \$476,818.05. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 38 in the amount of \$20,187.92. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 39 in the amount of \$504,815.33. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 40 in the amount of \$275,194.64. Seconded by Victor Massian Jr. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

PERIOD OF PUBLIC EXPRESSION

Patron Clayton Hudson addressed the board.

NEW BUSINESS

Victor Massian Jr. made a motion to approve the audit of finances of Longwood Public Library, year ending June 30, 2023. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the revisions to policy 400-37, Travel Reimbursement. Seconded by Gail Lynch-Bailey, Motion approved unanimously.

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Victor Massian Jr. made a motion to approve the resolution to exceed the tax levy limit for the 2024-2025 fiscal year. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the operating budget for the fiscal year 2024-2025 for the Longwood Public Library which shall be \$9,268,419, including the bond payment of \$1,176,000, of which \$8,816,919 shall be raised by taxation. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the resolution to designate the election officials to act at the Annual Election and Budget Vote on April 9, 2024. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 8:02 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:39 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERSONNEL REPORT

Victor Massian Jr. made a motion to approve the personnel report dated January 24, 2024 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr made a motion to adjourn the meeting at 8:40 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board