

Longwood Public Library  
Board of Trustees Regular Meeting Minutes  
October 16, 2024  
Kovarik Room

The meeting was called to order at 7:01 pm by President Lauren O'Connell. Library Trustees Gail Lynch-Bailey, Clayton Hudson, Victor Massian Jr., Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, and Secretary to the Director Mara Sigalas were in attendance. Gretchen Rodney left at 8:10 pm.

### **APPROVAL OF AGENDA**

Victor Massian Jr. made a motion to approve the agenda. Seconded by Clayton Hudson. Motion approved unanimously.

### **APPROVAL OF MINUTES FROM THE SEPTEMBER 18, 2024 REGULAR BOARD MEETING**

Gretchen Rodney made a motion to approve the minutes from the September 18, 2024 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

### **PERIOD OF PUBLIC EXPRESSION**

None

### **TREASURER'S REPORT**

Gretchen Rodney made a motion to approve the Treasurer's Report dated September 30, 2024 with an opening balance of \$2,365,939.87 and a closing balance of \$5,753,056.21. Seconded by Clayton Hudson. Motion approved unanimously.

### **APPROVAL OF WARRANTS**

Gretchen Rodney made a motion to approve L Credit Warrant 16 in the amount of \$2,200,632.18. Seconded by Victor Massian Jr. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 17 in the amount of \$8.77. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 18 in the amount of \$95.63. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 19 in the amount of \$2,210,232.10. Seconded by Clayton Hudson. Motion approved unanimously.

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Gretchen Rodney made a motion to approve L Warrant 20 in the amount of \$521,283.67. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 21 in the amount of \$289,920.17. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 22 in the amount of \$516,620.22. Seconded by Clayton Hudson. Motion approved unanimously.

### **CORRESPONDENCE AND UNFINISHED BUSINESS**

None

### **PERIOD OF PUBLIC EXPRESSION**

President of the Friends of the Library, Stephanie Van Denburg, addressed the board.

### **NEW BUSINESS**

Victor Massian Jr. made a motion to approve the installation of a new exhaust fan serving the makerLAB by Dynaire Corporation (Mineola, NY) for the total amount of \$17,600. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

The Board of Trustees reviewed the SCLS draft 2025 budget.

### **EXECUTIVE SESSION MOTION**

Victor Massian Jr. made a motion to move into executive session at 7:49 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 8:36 pm. Seconded by Clayton Hudson. Motion approved unanimously.

### **PERSONNEL REPORT**

Victor Massian Jr. made a motion to approve the personnel report dated October 16, 2024 as presented. Seconded by Clayton Hudson. Motion approved unanimously.

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**MOTION TO ADJOURN**

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

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Secretary to the Board

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Secretary of the Board

Unapproved