

Longwood Public Library  
Board of Trustees Regular Meeting Minutes  
November 20, 2024  
Kovarik Room

The meeting was called to order at 7:07 pm by President Lauren O’Connell. Library Trustees Gretchen Rodney, Gail Lynch-Bailey, Victor Massian Jr., Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, and Secretary to the Director Mara Sigalas were in attendance. Clayton Hudson was absent with prior notice.

**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 OCTOBER 16, 2024 REGULAR BOARD MEETING**

Gail Lynch-Bailey made a motion to approve the minutes from the October 16, 2024 Regular Board Meeting. Seconded by Gretchen Rodney. Motion approved unanimously.

**APPROVAL OF MINUTES FROM THE NOVEMBER 4, 2024 SPECIAL BOARD MEETING**

Gail Lynch-Bailey made a motion to approve the minutes from the November 4, 2024 Special Board Meeting. Seconded by Gretchen Rodney. Motion approved unanimously.

**PERIOD OF PUBLIC EXPRESSION**

None

**TREASURER’S REPORT**

Gretchen Rodney made a motion to approve the Treasurer’s Report dated October 31, 2024 with an opening balance of \$5,753,056.21 and a closing balance of \$5,660,663.54. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**APPROVAL OF WARRANTS**

Gretchen Rodney made a motion to approve L Warrant 23 in the amount of \$61.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 24 in the amount of \$121,026.20. Seconded by Victor Massian Jr. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 25 in the amount of \$360,551.89. Seconded by Victor Massian Jr. Motion approved unanimously.

Longwood Public Library  
Board of Trustees Regular Meeting Minutes  
November 20, 2024  
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Gretchen Rodney made a motion to approve L Warrant 26 in the amount of \$866,660.96. Seconded by Victor Massian Jr. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 27 in the amount of \$566,230.21. Seconded by Victor Massian Jr. Motion approved unanimously.

Gretchen Rodney made a motion to approve V Warrant 3 in the amount of \$5.17. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve V Warrant 4 in the amount of \$148,000.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **CORRESPONDENCE AND UNFINISHED BUSINESS**

Gretchen Rodney made a motion to approve the SCLS 2025 budget. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **PERIOD OF PUBLIC EXPRESSION**

Patron Marie Thesatus addressed the board.

### **NEW BUSINESS**

The Board reviewed the SCLS Board of Trustees ballot and directed the Library Director to cast ballots on their behalf.

Gretchen Rodney made a motion to approve the revisions to policy 200-10 Materials Selection. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve the supervision of the makerLAB ventilation project by Sandpebble Project Management (Southampton, NY) for a total of \$9,500. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the discard of:

1 Star TSP 650 II Receipt Printer  
(Circulation)  
Inventory # 1974

1 Dell OptiPlex 7460 AIO Computer  
(Adult Department - Librarian)  
Inventory # 2339

1 Dell OptiPlex 745 CTO Desktop Computer  
(Children's Department - Summer Reading Club)  
Inventory # 2284

1 Dell OptiPlex 7460 AIO Computer  
(Adult Department - Librarian)  
Inventory # 2340

Longwood Public Library  
Board of Trustees Regular Meeting Minutes  
November 20, 2024  
Kovarik Room

1 Dell OptiPlex 7460 AIO Desktop Computer  
(Children's Department - Satellite Desk)  
Inventory # 2332

1 Dell OptiPlex 7460 AIO Computer  
(Children's Department - Librarian)  
Inventory # 2341

1 Dell OptiPlex 7460 AIO Computer  
(Adult Department - Patron)  
Inventory # 2334

1 APC C1500 Smart UPS  
(Battery - Mechanical Room)  
Inventory # 2463

1 Dell OptiPlex AIO Computer  
(Technical Services)  
Inventory # 2338

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

#### **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 Gretchen Rodney. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:32 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

#### **PERSONNEL REPORT**

Victor Massian Jr. made a motion to approve the personnel report dated November 20, 2024 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

#### **MOTION TO ADJOURN**

Victor Massian Jr. made a motion to adjourn the meeting at 8:33 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board