

Longwood Public Library Board of Trustees Meeting

December 16, 2020

Held via Zoom public call in number 1-646-558-8656

Meeting ID: 833 4656 2671 Password: 133025

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The meeting was called to order at 7:04 pm by Vice President, Gretchen Cotton Rodney. Library Trustees Theresa Germano, Lauren O'Connell, Gail Lynch-Bailey, Library Director Lisa Jacobs, Business Manager Linda Guteres and Secretary to the Board Mara Sigalas were present. Victor Massian Jr. was absent with prior notice.

**Approval of Agenda**

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

**Approval of Minutes from the November 18, 2020 Regular Board Meeting via Zoom Meeting ID 825 8707 5838 (COVID 19 Pandemic).**

Lauren O'Connell made a motion to approve the minutes of the November 18, 2020 Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Period of Public Expression**

None

**Treasurer's Report dated November 30, 2020**

Lauren O'Connell made a motion to approve the Treasurer's Report dated November 30, 2020 with an opening balance of \$4,260,933.50 and a closing balance of \$4,364,175.07. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**Approval of Warrants**

Theresa Germano made a motion to approve L Warrant #25 in the amount of \$267,555.61. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Credit Warrant #26 in the amount of \$750.00.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #27 in the amount of \$3,659.74.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #28 in the amount of \$351,376.97.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #29 in the amount of \$328,662.42.  
Seconded by Theresa Germano. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #15 in the amount of \$964.44.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #16 in the amount of \$140,388.86.  
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #17 in the total amount of \$27,755.10. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Correspondence**

None

### **New Business**

Lauren O'Connell made a motion to approve the Public Employer Health Emergency Plan for Longwood Public Library. Seconded by Theresa Germano. Motion approved unanimously.

Lauren O'Connell made a motion to approve the revisions to the Micro-Cluster Plan. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve the revision to the payroll schedule to reflect

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change of date of payroll from Thursday, December 31, 2020 to Wednesday, December 30, 2020. Seconded by Lauren O'Connell. Motion approved unanimously.

Theresa Germano made a motion to approve the discard of:

1	Dell OptiPlex 790 computer	Inventory #	1726
1	Star TSP650 receipt printer	Inventory #	1735
1	EnvisionWare E406366 computer	Inventory #	1886
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	1928
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	1944
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	1994
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	1996
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	1997
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	1998
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	1999
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2000
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2001
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2002
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2003
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2004
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2005
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2006
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2007
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2008
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2009
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2010
1	Dell OptiPlex 9030 all-in-one computer	Inventory #	2011

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**General Discussion**

None

**Executive Session Motion**

Theresa Germano made a motion to move into executive session at 7:48 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to move out of executive session at 8:27 pm. Seconded by Theresa Germano. Motion approved unanimously.

**Personnel Report**

Gail Lynch-Bailey made a motion to approve the personnel report dated December 16, 2020 as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

**Motion to Adjourn**

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:28 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board