

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

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 Guterres 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.

Secretary to the Board

Secretary of the Board