

The meeting was called to order at 7:05 pm by President Lauren O'Connell followed by the pledge to the flag. Library Trustees Victor Massian Jr., Gail Lynch-Bailey, Gretchen Cotton Rodney, Theresa Germano, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Board Mara Sigalas were present.

### **Approval of Agenda**

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

### **Approval of Minutes from November 20, 2019 Regular Board Meeting**

Theresa Germano made a motion to approve the minutes of the November 20, 2019 Regular Board Meeting. Seconded by Victor Massian Jr. Motion approved unanimously.

### **Year End Audit Report**

Al Coster of Baldessari & Coster, LLP made a presentation to the Board of Trustees concerning the audit of the finances of the Longwood Public Library for the year ending June 30, 2019.

### **Period of Public Expression**

Patron Catherine Yacavonis was present to appeal her current ban from the library.

### **Treasurer's Report**

Gretchen Cotton Rodney made a motion to approve the Treasurer's Report dated November 30, 2019 with an opening balance of \$4,231,631.58 and a closing balance of \$3,953,444.67. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Approval of Warrants**

Gretchen Cotton Rodney made a motion to approve L Warrant #23 in the amount of \$281,815.52. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Credit Warrant #24 in the amount of \$2,480.00. Seconded by Victor Massian Jr. Motion approved unanimously.

Regular Board Meeting

December 18, 2019

Gretchen Cotton Rodney made a motion to approve L Warrant #25 in the amount of \$10,062.63. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #26 in the amount of \$270,871.80. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #27 in the amount of \$231,568.52. Seconded by Victor Massian Jr. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #28 in the amount of \$272,587.77. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #15 in the amount of \$433.16. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #16 in the amount of \$142,811.75. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #17 in the amount of \$ 118,948.30. Seconded by Victor Massian Jr. Motion approved unanimously.

### **Debt Service Fund Warrant**

Gretchen Cotton Rodney made a motion to approve V Warrant #1 in the amount of \$196,003.13. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Correspondence and Unfinished Business**

None

### **New Business**

Theresa Germano made a motion to approve the resolution to accept the audit of the finances of the Longwood Public Library for the year ending June 30, 2019. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the revision of Policy 700-50 Loan Rules and Borrowing Privileges and the deletion of policies; 700-82 EBook Readers, 700-83 iPads, 700-83a iPad Loan Agreement, 700-84 Chromecasts and Hotspots, 700-85 Video Games, 700-87 DVDs, 700-95 In House Material, 700-120 Reference Books. Seconded by Theresa Germano. Motion approved unanimously.

Regular Board Meeting

December 18, 2019

Gail Lynch-Bailey made a motion to award the purchase of the Ultimaker S5 3D printer and bundles to Dynamism.com, in the amount of \$7983.90. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the resolution to waive existing library overdue fines for Longwood patrons, effective January 1, 2020. Seconded by Victor Massian Jr. Motion approved unanimously.

Victor Massian Jr made a motion to approve the repair of the damaged fence by Residential Fences Corp., Ridge, NY in the amount of \$4530.00. This cost will be submitted to Utica Insurance for reimbursement. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve the discard of one FEIG SPAD102-USB RFID Pad, Inventory #1853. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **General Discussion**

None

### **Executive Session Motion**

Gail Lynch-Bailey made a motion to move into executive session at 8:50 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 9:32 pm. Seconded by Theresa Germano. Motion approved unanimously.

### **Personnel Report**

Victor Massian Jr. made a motion to accept the revised Personnel Report dated December 18,2019 as presented. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

### **Motion to Adjourn**

Victor Massian Jr. made a motion to adjourn the meeting at 9:33 pm. Seconded by Theresa Germano. Motion approved unanimously.

Regular Board Meeting

December 18, 2019

---

Secretary to the Board

---

Secretary of the Board