

Longwood Public Library
Board of Trustees Regular Meeting Minutes
December 18, 2024
Kovarik Room

The meeting was called to order at 7:02 pm by President Lauren O’Connell. Library Trustees Clayton Hudson, Gail Lynch-Bailey, Victor Massian Jr., Library Director Lisa Jacobs, Business Manager Linda Guterres, and Secretary to the Director Mara Sigalas were in attendance. Gretchen Rodney arrived at 8:00 pm.

APPROVAL OF AGENDA

Gail Lynch-Bailey made a motion to approve the agenda. Seconded by Clayton Hudson. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE NOVEMBER 20, 2024 REGULAR BOARD MEETING

Clayton Hudson made a motion to approve the minutes from the November 20, 2024 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

YEAR END AUDIT REPORT

Al Coster of Baldessari & Coster, LLP, presented the audit of the finances of the Longwood Public Library for the year ending June 30, 2024.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER’S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer’s Report dated November 30, 2024 with an opening balance of \$5,660,663.54 and a closing balance of \$5,179,662.93. Seconded by Victor Massian Jr. Motion approved unanimously.

APPROVAL OF WARRANTS

Victor Massian Jr. made a motion to approve L Warrant 28 in the amount of \$1,237.69. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 29 in the amount of \$487,311.91. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 30 in the amount of \$255,549.43. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Victor Massian Jr. made a motion to approve L Credit Warrant 31 in the amount of \$1,519.40. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 32 in the amount of \$526,183.61. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 33 in the amount of \$271,846.66. Seconded by Clayton Hudson. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Victor Massian Jr. made a motion to accept the audit of finances of Longwood Public Library, year ending June 30, 2024. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve the revisions to policy 500-20 Chain of Command. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Clayton Hudson made a motion to approve the purchase and installation of the Microsoft SQL database software for the Finance Manager server by Langistics Network, Holbrook NY. Seconded by Clayton Hudson. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 8:08 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:35 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

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PERSONNEL REPORT

Victor Massian Jr. made a motion to approve the personnel report dated December 18, 2024 as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 8:36 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board