

LONGWOOD PUBLIC LIBRARY

Regular Board Meeting

December 20, 2017

The meeting was called to order at 7:00 pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Victor Massian Jr., Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guterres, and Secretary to the Board Mara Sigalas were present. Lauren O'Connell arrived at 7:30 PM with prior notice.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes of the Board Meeting of December 20, 2017. Seconded by Gretchen Cotton Rodney. 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, 2017.

Gail Lynch-Bailey made a motion to approve the audit of the finances of the Longwood Public Library for the year ending June 30, 2017. Seconded by Victor Massian Jr. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated November 30, 2017 with an opening balance of 3,660,949.56 and a closing balance of 3,141,901.86. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve L Credit Warrant # 23 in the amount of \$33,364.60. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant # 24 in the amount of \$251,125.89. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 25 in the amount of \$81,452.65. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Warrant # 26 in the amount of \$286,984.94. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 27 in the amount of \$269,534.24. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 28 in the amount of \$248,095.95. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 15 in the amount of \$147,669.18. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 16 in the amount of \$108,894.92. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant # 9 in the amount of \$21,767.66. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

NEW BUSINESS

RESOLUTIONS

Gail Lynch-Bailey made a motion to authorize the deposit of New York State Bullet Aid Grant funds for the fiscal year 2017-2018 received in the amount of \$4,000 into the General Operating Checking Account for the purpose of purchasing items for the Library of Things. Seconded by Lauren O'Connell. Motion approved unanimously.

Victor Massian Jr. made a motion to authorize termination of the contract with Unique Management, effective January 28, 2018. Seconded by Lauren O'Connell. Motion approved unanimously.

POLICY MANUAL REVISION AND DELETION

Lauren O'Connell made a motion to approve the revision of 600-158 Library Programs and the deletion of Policy 600-160 Charges for Adult Programs, Policy 600-165 Children's Program Registration, Policy 600-166 Rules for Longwood Public Library Bus Trips & Other Programs and Policy 600-166a Request for Refund Form Seconded by Gail Lynch-Bailey. Motion approved unanimously.

CAPITAL EQUIPMENT DISCARD

Lauren O'Connell made a motion to approve discard of one Nook, inventory number 1787 and one Husqvarna Snow Blower, inventory number 1140. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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GENERAL DISCUSSION

None

EXECUTIVE SESSION MOTION

Lauren O'Connell made a motion to move into executive session at 8:48 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Victor Massian Jr. Motion approved unanimously. Victor Massian Jr. made a motion to move out of executive session at 9:09 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

PERSONNEL REPORT

Victor Massian Jr. made a motion to accept the revised Personnel Report dated December 20, 2017 as presented. Seconded by Lauren O'Connell. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 9:11 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

Secretary to the Board

Secretary of the Board