

Regular Board Meeting

February 19, 2020

The meeting was called to order at 7:01 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 January 15, 2020 Regular Board Meeting**

Victor Massian Jr. made a motion to approve the minutes of the January 15, 2020 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Period of Public Expression**

None

### **Treasurer's Report**

Gretchen Cotton Rodney made a motion to approve the Treasurer's Report dated January 31, 2020 with an opening balance of \$ 3,818,072.97 and a closing balance of \$4,066,790.18. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **Approval of Warrants**

Gretchen Cotton Rodney made a motion to approve L Credit Warrant #35 in the amount of \$2,005.40. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #36 in the amount of \$273,176.79. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #37 in the amount of \$60,231.64. Seconded by Theresa Germano. Motion approved unanimously.

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Gretchen Cotton Rodney made a motion to approve L Warrant #38 in the amount of \$316,038.43. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #39 in the amount of \$220,706.06. Seconded by Gail Lynch Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #21 in the amount of \$471.19. Seconded by Victor Massian Jr. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #22 in the amount of \$119,513.87. Seconded by Theresa Germano. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #23 in the amount of \$176,077.29. Seconded by Victor Massian Jr. Motion approved unanimously.

### **Correspondence and Unfinished Business**

None

### **New Business**

Theresa Germano made a motion to approve the operating budget for the fiscal year 2020-2021 for Longwood Public Library which shall be \$8,140,126, including the bond payment of \$1,159,906, of which \$7,901,626 shall be raised by taxation. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve approve the 2019 NYS Annual Report for Public and Association Libraries. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to approve Policy 600-185 3D Printing. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the purchase of 3 Dell Inspiron 3000 Series-3793 Laptops from Dell EMC, NYS Contact #56ahc, in the amount of \$3,525.39. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to authorize the rental of a safety deposit box at People's United Bank, Medford Branch, 2801 Route 112, Suite B, Medford, New York 11763. Access to the box will be restricted to the Library Director, Assistant Director, Business Manager and Head of Computer Services. Seconded by Theresa Germano. Motion approved unanimously.

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Victor Massian Jr. made a motion to authorize the opening of a new commercial credit card with People's United Bank and authorized the Library Director to be the signer on said credit card. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the resolution to maintain a balance of \$500,000 in account number 910041698 which will be set as a non-interest bearing account, to offset any bank fees for services. Seconded by Victor Massian Jr. Motion approved unanimously.

Theresa Germano made a motion to approve the discard of:

- 1 Dell Optiplex 760 Inventory # 1565
- 1 Dell OptiPlex 790 Inventory # 1688
- 1 Dell OptiPlex 790 Inventory # 1701
- 1 Star TSP650 Receipt Printer Inventory # 1734
- 1 Star TSP650 Receipt Printer Inventory # 1737
- 1 Star TSP650 Receipt Printer Inventory # 1752
- 1 Dell Latitude 3540 Laptop Inventory # 1823
- 1 Dell Latitude 3540 Laptop Inventory # 1824
- 1 Dell Optiplex 7010 Inventory # 1868

Seconded by Victor Massian Jr. Motion approved unanimously.

### **General Discussion**

None

### **Executive Session Motion**

Victor Massian Jr. made a motion to move into executive session at 8:36 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 9:08 pm. Seconded by Theresa Germano. Motion approved unanimously.

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**Personnel Report**

Victor Massian Jr. made a motion to accept the Personnel Report dated February 19, 2020 as presented. Seconded by Gretchen Cotton-Rodney. Motion approved unanimously.

**Motion to Adjourn**

Gail Lynch-Bailey made a motion to adjourn the meeting at 9:10 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board