

LONGWOOD PUBLIC LIBRARY

Regular Board Meeting

February 21, 2018

The meeting was called to order at 7:01 pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Lauren O'Connell, Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guteres, and Secretary to the Board Mara Sigalas were present. Victor Massian Jr. was absent.

APPROVAL OF AGENDA

Lauren O'Connell made a motion to approve the agenda as amended. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

1000 BOOKS BEFORE KINDERGARTEN CERTIFICATE PRESENTATION

The Board recognized young patrons who have completed the 1000 Books Before Kindergarten program.

APPROVAL OF MINUTES FROM REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes of the Board Meeting of January 17, 2018. Seconded by Lauren O'Connell. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated January 31, 2018 with an opening balance of \$3,316,920.47 and a closing balance of \$3,577,328.36. Seconded by Lauren O'Connell. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve L Warrant # 34 in the amount of \$73,479.28. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 35 in the amount of \$247,116.23. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant # 36 in the amount of \$2,515.91. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 37 in the amount of \$275,195.28. Seconded by Lauren O'Connell. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Warrant # 38 in the amount of \$258,725.24. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 20 in the amount of \$949.39. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 21 in the amount of \$130,088.83. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 22 in the amount of \$121,236.38. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 23 in the amount of \$325.91. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 24 in the amount of \$137,626.56. Seconded by Lauren O'Connell. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant # 11 in the amount of \$36,914.07. Seconded by Lauren O'Connell. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

The board reviewed 1 piece of correspondence (complimentary letter from patron).

NEW BUSINESS

Lauren O'Connell made a motion to approve the 2017 NYS Annual Report for Public and Association Libraries as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to authorize the deposit of the Town of Brookhaven I.D.A. PILOT fund check #2626 and #2662 in the amount of \$23,599.66 and \$769.82 respectively, of which \$8,562.71 exceeds the anticipated PILOT revenue line. The \$8,562.71 will be used to cover a portion of the expenses incurred with necessary building equipment repair. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the revision of Policy 500-20 Chain of Command and Policy 600-180 Internet and Computer Use and the deletion of Policy 600-180a Workstation Use Statement, Policy 600-180b Internet Safety, and Policy 600-181 Wireless Internet Access. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the discard of one Nook, inventory # 1776. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

GENERAL DISCUSSION

None

EXECUTIVE SESSION MOTION

Lauren O'Connell made a motion to move into executive session at 8:34 pm to discuss discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey approved unanimously. Gail Lynch-Bailey made a motion to move out of executive session at 8:57 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

PERSONNEL REPORT

Lauren O'Connell made a motion to accept the Personnel Report dated February 21, 2018 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

MOTION TO ADJOURN

Lauren O'Connell made a motion to adjourn the meeting at 8:58 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board