

Longwood Public Library
Board of Trustees Regular Meeting Minutes
February 26, 2025
Kovarik Room

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

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 THE JANUARY 15, 2025 REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes from the January 15, 2025 Regular Board Meeting. Seconded by Victor Massian Jr. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

Patron, Tracy Caliendo and Local History Librarian, Melanie Cardone-Leathers addressed the board.

TREASURER'S REPORT

Victor Massian Jr. made a motion to approve the Treasurer's Report dated January 31, 2025 with an opening balance of \$5,425,970.03 and a closing balance of \$5,665,196.86. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF WARRANTS

Victor Massian Jr. made a motion to approve L Warrant 41 in the amount of \$901.74. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 42 in the amount of \$1,735.16. Seconded by Clayton Hudson . Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Credit Warrant 43 in the amount of \$165.37.
Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 44 in the amount of \$546,394.02.
Seconded by Clayton Hudson . Motion approved unanimously.

Victor Massian Jr. made a motion to approve L Warrant 45 in the amount of \$343,325.79.
Seconded by Clayton Hudson. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

The board reviewed a complimentary letter from patron Judith Youngerman.

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Gail Lynch-Bailey made a motion to approve the repair to the leaking fire sprinkler system by Upright Associates (Middle Island, NY) for a total amount of \$1,750. Seconded by Victor Massian Jr. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the purchase of one LiteZilla 6x5 Giant Lite Brite (litezilla.com) for a total amount of \$16,599. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the 2024 NYS Annual Report for Public and Association Libraries. Seconded by Victor Massian Jr. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 7:38 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Victor Massian Jr. made a motion to move out of executive session at 8:12 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERSONNEL REPORT

Victor Massian Jr. made a motion to approve the personnel report dated February 26, 2025 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 8:13 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board