

**LONGWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING MINUTES
FEBRUARY 28, 2024
KOVARIK ROOM**

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM THE January 24, 2024 REGULAR BOARD MEETING

Victor Massian Jr. made a motion to approve the minutes from the January 24, 2024 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

ADVANCED DIVISION BATTLE OF THE BOOKS TEAM

The Board recognized the library’s Advance Division Battle of the Books Team and team coaches.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER’S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer’s Report dated January 31, 2024 with an opening balance of \$5,341,548.10 and a closing balance of \$5,564,621.47. Seconded by Victor Massian Jr. Motion approved unanimously.

APPROVAL OF WARRANTS

Gail Lynch-Bailey made a motion to approve L Warrant 41 in the amount of \$139.77. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 42 in the amount of \$487,453.71. Seconded by Victor Massian Jr. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Warrant 43 in the amount of \$8,833.68. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 44 in the amount of \$523,400.58. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant 45 in the amount of \$2,289.49. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 46 in the amount of \$508,832.83. Seconded by Victor Massian Jr. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

PERIOD OF PUBLIC EXPRESSION

Patron Clayton Hudson and Stephanie VanDenburg, President of Friends of the Library addressed the board.

NEW BUSINESS

Gail Lynch-Bailey made a motion to approve the deletion of policy and form, 500-60 Bomb Threats. Seconded by Victor Massian Jr. Motion approved unanimously.

Victor Massian Jr. made a motion to approve purchase of 5 Dell XPS 17 9730 Laptops from Dell.com in the total amount of \$11,185.35. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the removal and replacement of the damaged window by Arrow Steel Window Corp. of East Farmingdale, NY for a total of \$5,537.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the 2023 NYS Annual Report for Public and Association Libraries. Seconded by Victor Massian Jr. Motion approved unanimously.

EXECUTIVE SESSION MOTION

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Gretchen Rodney made a motion to move into executive session at 8:01pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:42 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERSONNEL REPORT

Victor Massian Jr. made a motion to approve the personnel report dated February 28, 2024, as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 8:43 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board