

LONGWOOD PUBLIC LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
MAY 15, 2024  
KOVARIK ROOM

The meeting was called to order at 7:38pm by Vice President Lauren O'Connell. Library Trustees Gail Lynch-Bailey, Clayton Hudson, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, and Secretary to the Director Mara Sigalas were in attendance. Victor Massian Jr. was absent with prior notice. Gretchen Rodney arrived at 8:01pm.

**APPROVAL OF AGENDA**

Clayton Hudson made a motion to approve the agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

**APPROVAL OF MINUTES FROM THE APRIL 17, 2024 REGULAR BOARD MEETING**

Gail Lynch-Bailey made a motion to approve the minutes from the April 17, 2024 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

**PERIOD OF PUBLIC EXPRESSION**

none

**TREASURER'S REPORT**

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated April 30, 2024 with an opening balance of \$5,803,682.66 and a closing balance of \$6,198,360.12. Seconded by Clayton Hudson. Motion approved unanimously.

**APPROVAL OF WARRANTS**

Gail Lynch-Bailey made a motion to approve L Credit Warrant 58 in the amount of \$250.00. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 59 in the amount of \$468,540.10. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 60 in the amount of \$1,116.98. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 61 in the amount of \$6,386.22. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 62 in the amount of \$492,533.02. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 63 in the amount of \$317,816.49. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 64 in the amount of \$464,389.66. Seconded by Clayton Hudson. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve V Warrant 2 in the amount of \$1,013,687.50. Seconded by Clayton Hudson. Motion approved unanimously.

**CORRESPONDENCE AND UNFINISHED BUSINESS**

none

**PERIOD OF PUBLIC EXPRESSION**

none

**NEW BUSINESS**

Gail Lynch-Bailey made a motion to appoint Baldessari & Coster, LLP as board auditors at a not to exceed fee of \$14,450 for fiscal year 2023-2024. Any additional services that the library may require will be billed at a rate of \$210 to \$250 per hour for partner and \$75 to \$205 per hour for staff. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the one-year subscription license renewal of Malwarebytes Endpoint protection and response from Computer Discount Warehouse-Government (CDWG) (Chicago, IL), for a total of \$8,604.00. Seconded by Clayton Hudson. Motion approved unanimously.

Clayton Hudson made a motion to approve and award the parking lot sealcoating and striping to Reitman Sealcoating, Inc. (Huntington Station, NY), for a total amount of \$16,500.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the discard of 2 APC SMART UPS Battery Backups, inventory numbers 1891 & 1893. Seconded by Clayton Hudson. Motion approved unanimously.

**EXECUTIVE SESSION MOTION**

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

Gretchen Rodney made a motion to move out of executive session at 8:17 pm. Seconded by Clayton Hudson. Motion approved unanimously.

**PERSONNEL REPORT**

Gretchen Rodney made a motion to approve the revised personnel report dated May 15, 2024, as presented. Seconded by Clayton Hudson. Motion approved unanimously.

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**MOTION TO ADJOURN**

Gretchen Rodney made a motion to adjourn the meeting at 8:19 pm. Seconded by Clayton Hudson.  
Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board