

LONGWOOD PUBLIC LIBRARY
REORGANIZATIONAL MEETING
KOVARIK ROOM
JULY 17, 2024

The meeting was called to order at 5:05 pm by Vice President Lauren O’Connell, followed by the pledge to the flag. Library Trustees Clayton Hudson, Gail Lynch-Bailey, Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres and Secretary to the Board Mara Sigalas were in attendance. Victor Massian Jr. arrived at 5:18 pm.

APPROVAL OF AGENDA

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

OATH OF OFFICE FOR TRUSTEE

The Oath of Office was taken by Clayton Hudson.

OATH OF OFFICE FOR DIRECTOR

The Oath of Office was taken by Library Director, Lisa Jacobs.

APPOINTMENT OF TEMPORARY PRESIDENT

Gail Lynch-Bailey made a motion to appoint Lauren O’Connell as Temporary President. Seconded by Clayton Hudson. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

NOMINATION & ELECTION OF OFFICERS FOR 2024-2025

a. President of the Board of Trustees

Gail Lynch-Bailey made a motion to nominate Lauren O’Connell, President of the Board of Trustees. Seconded by Clayton Hudson. Motion approved unanimously.

b. Vice President of the Board of Trustees

Gail Lynch-Bailey made a motion to nominate Victor Massian Jr., Vice President of the Board of Trustees. Seconded by Gretchen Rodney. Motion approved unanimously.

c. Secretary of the Board of Trustees

Gail Lynch-Bailey made a motion to nominate Gail Lynch-Bailey, Secretary of the Board of Trustees. Seconded by Gretchen Rodney. Motion approved unanimously.

APPOINTMENT OF BUILDING COMMITTEE CHAIRPERSONS

a. Finance Committee Chairperson

Gail Lynch-Bailey made a motion to appoint Gretchen Rodney, Finance Committee Chairperson of the Board of Trustees. Seconded by Gretchen Rodney. Motion approved unanimously.

b. Building Committee Chairperson

Gretchen Rodney made a motion to appoint Clayton Hudson, Building Committee Chairperson of the Board of Trustees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

ANNUAL APPOINTMENTS

Gretchen Rodney made a motion to appoint:

a. Board Attorney

Andrew Martingale of Quatela Chimeri LLP as board attorney at a fee of \$260.00 per hour.

b. Board Auditors

Baldessari & Coster, LLP as Board Auditors, as approved at the May 15, 2024 Regular Board Meeting.

c. Board Treasurer

Frances Wiener as Board Treasurer at \$500.00 per month.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

ANNUAL DESIGNATIONS

Motion to Designate

Gretchen Rodney made motion to designate:

- **Official Bank:**
TD Bank
- **Official Newspaper:**
Long Island Advance

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- **Board Membership in Associations:**
New York Library Association/Library Trustees Association
- **Secretary to the Board:**
Mara Sigalas

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Motion to authorize

Gretchen Rodney made a motion to authorize the Library Director, Assistant Director, or in their absence, their designee to approve and certify payroll. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

AUTHORIZATION OF PRIOR APPROVAL OF PAYMENT TO VENDORS

Gail Lynch-Bailey made a motion to authorize prior approval for payments to vendors on the list dated July 17, 2024 within the stated limits. Seconded by Clayton Hudson. Motion approved unanimously.

AUTHORIZATION FOR REVIEW OF BILLS

Gretchen Rodney made a motion to designate one trustee per month to review bills. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

ANNUAL STATEMENT OF COMPLIANCE REGARDING CONFLICT OF INTEREST

The Board reviewed the policy and signed the Conflict of Interest form.

READOPTION OF POLICIES

Gretchen Rodney made a motion to readopt the following policies:

- a. Investment Policy including options I, IV, VIII, IX (1, 4, 8, 9) from APPENDIX A Schedule of Eligible Securities
- b. Procurement Policy
- c. Full policy manual including changes and additions from July 1, 2023 to June 30, 2024.

Seconded by Clayton Hudson. Motion approved unanimously.

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REVIEW OF REVISED BYLAWS

Gail Lynch-Bailey made a motion to approve the revised Bylaws as presented at the June 12, 2024 board meeting. Seconded by Clayton Hudson. Motion approved unanimously.

ADOPTION OF LIBRARY CALENDAR FOR 2024-2025

Gail Lynch-Bailey made a motion to approve the following 2024-2025 calendar items as presented:

- a. Board Meeting Schedule
- b. Library Holiday Closings
- c. Sunday Openings
- d. Budget Vote Schedule

Seconded by Gretchen Rodney. Motion approved unanimously.

RECORDS MANAGEMENT DISCARD

Gretchen Rodney made a motion to approve the discard of items in accordance with the library's Records Retention policy. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

ORGANIZATIONAL CHART

The Board reviewed the Organizational Chart.

BOARD SELF EVALUATION

The Board reviewed the Board Self Evaluation process with interest.

ADJOURNMENT

Gretchen Rodney made a motion to adjourn the meeting at 5:21 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board