

Longwood Public Library Board of Trustees Meeting
April 21, 2021
Held via Zoom public call in number 1-646-558-8656
Meeting ID: 818 4061 6490 Passcode: 011547

The meeting was called to order at 7:04 pm by President Victor Massian Jr. Library Trustees Theresa Germano, Gail Lynch-Bailey, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres and Secretary to the Board Mara Sigalas were present. Library Trustee Gretchen Cotton Rodney arrived at 7:29 pm. Lauren O'Connell was absent with prior notice.

Approval of Agenda

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

Approval of Minutes from the March 24, 2021 Regular Board Meeting via Zoom Meeting ID 882 9569 4823 (COVID 19 Pandemic)

Gail Lynch-Bailey made a motion to approve the minutes of the March 24, 2021 Board Meeting, with a correction as noted. Seconded by Theresa Germano. Motion approved unanimously.

Period of Public Expression

None

Treasurer's Report dated March 31, 2021

Theresa Germano made a motion to approve the Treasurer's Report dated March 31, 2021 with an opening balance of \$4,992,158.67 and a closing balance of \$5,038,733.67. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Warrants

Theresa Germano made a motion to approve L Warrant #46 in the amount of \$3,306.24. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #47 in the amount of \$282,589.26. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #48 in the amount of \$235,114.07.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve L Warrant #49 in the amount of \$401,929.19.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #28 in the amount of \$929.70.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve T&A Warrant #29 in the amount of \$152,365.34.
Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence

The Board reviewed one piece of correspondence from the Retired Senior Volunteer Program.

New Business

Theresa Germano made a motion to award the 2021 lawn mowing and other property maintenance to Heidrich Landscaping, Inc. (Coram, NY), in the total amount of \$6,705 for the season. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve the appointment of Baldessari & Coster, LLP as board auditors at a not to exceed fee of \$13,550 for fiscal year 2021-2022. Any additional services that the library may require will be billed at a rate of \$195 to \$225 per hour for partner and \$75 to \$190 per hour for staff. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve the payment of part-time employees in the same manner as full-time employees if the library is closed due to inclement weather or other emergency beginning April 22, 2021. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to approve the revisions to Policy 600-01 COVID-19 – Limits on Library Services. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Theresa Germano made a motion to discard four Apple iMac MD094LL/A computers, inventory numbers 1744, 1745, 1746, 1747. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

General Discussion

None

Executive Session Motion

Gretchen Cotton Rodney made a motion to move into executive session at 7:52 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to move out of executive session at 8:21 pm. Seconded by Theresa Germano. Motion approved unanimously.

Personnel Report

Gretchen Cotton Rodney made a motion to approve the personnel report dated April 21, 2021 as presented. Seconded by Theresa Germano. Motion approved unanimously.

Motion to Adjourn

Gail Lynch-Bailey made a motion to adjourn the meeting at 8:22 pm. Seconded by Theresa Germano. Motion approved unanimously.

Secretary to the Board

Secretary of the Board