

Longwood Public Library Board of Trustees Meeting

June 17, 2020

Held via Zoom: public call in number 1-646-558-8656; Meeting ID 815 3591 9452

The meeting was called to order at 7:06 pm by President Lauren O'Connell. Library Trustees Victor Massian Jr., Gail Lynch-Bailey, Gretchen Cotton Rodney, Theresa Germano, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres and Secretary to the Board Mara Sigalas were present.

Approval of Agenda

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

Approval of Minutes from the May 20, 2020 via Zoom Board Meeting ID 871 2160 1119 (COVID 19 Pandemic)

Theresa Germano made a motion to approve the minutes of the May 20, 2020 via Zoom Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Period of Public Expression

None

Treasurer's Report dated April 30, 2020

Gretchen Cotton Rodney made a motion to approve the Treasurer's Report dated May 31, 2020 with an opening balance of \$4,626,611.93 and a closing balance of \$3,949,969.97. Seconded by Gail Lynch-Bailey. Motion approved unanimously

Approval of Warrants

Gretchen Cotton Rodney made a motion to approve L Credit Warrant #54 in the amount of \$165.75. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant #55 in the amount of \$279,033.60.

Seconded by Victor Massian Jr. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #56 in the amount of \$279,361.21.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #57 in the amount of \$5,416.65.

Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Gretchen Cotton Rodney made a motion to approve L Warrant #58 in the amount of \$361,524.72. Seconded by Victor Massian Jr. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve L Warrant #59 in the amount of \$240,669.82. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #34 in the amount of \$ 259.65. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #35 in the amount of \$146,429.06. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Cotton Rodney made a motion to approve T&A Warrant #36 in the amount of \$ 152,110.87. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

New Business

Theresa Germano made a motion to approve the operating budget for the fiscal year 2020-2021 for the Longwood Public Library shall be \$8,044,555, including the bond payment of \$1,159,906, of which \$7,757,055 shall be raised by taxation. Seconded by Victor Massian Jr. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the addition of Policy 600-01 COVID-19 Limits on Library Services. Seconded by Theresa Germano. Motion approved unanimously.

Theresa Germano made a motion to approve the inspection and maintenance service agreement of the HVAC system by Dynaire Service Corporation of Mineola, NY for the period 7/1/2020 to 6/30/2021. Seconded by Victor Massian Jr. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the purchase of 14 Dell Inspiron 3000 Series-3793 Laptops from Dellemc.com, for a total of \$16,452.24. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the purchase of 7 OptiPlex 7470 AIO MLK Desktops from Dellemc.com, for a total of \$6,718.81. Seconded Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the one year corporate subscription of TeamViewer software from teamviewer.com, for a total of \$7,839.60. Seconded by Theresa Germano. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the discard of Dell Optiplex 755 Computer, Dell Optiplex 9030, and Lexmark CS410 printer. Seconded by Gretchen Cotton-Rodney.

General Discussion

None

Executive Session Motion

Victor Massian Jr. made a motion to move into executive session at 7:53 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to move out of executive session at 8:17 pm. Seconded by Victor Massian Jr. Motion approved unanimously.

Personnel Report

Theresa Germano made a motion to approve the personnel report dated June 17, 2020 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Motion to Adjourn

Theresa Germano made a motion to adjourn the meeting at 8:17 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board