

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.

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Secretary to the Board

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Secretary of the Board