

Longwood Public Library  
Board of Trustees/Budget Information Meeting Minutes  
March 26, 2025  
Kovarik Room

The meeting was called to order at 7:02 pm by President Lauren O’Connell. Library Trustees Clayton Hudson, Gail Lynch-Bailey, Victor Massian Jr., Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, and Secretary to the Director Mara Sigalas were in attendance.

### **APPROVAL OF AGENDA**

Victor Massian Jr. made a motion to approve the agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

### **APPROVAL OF MINUTES FROM THE FEBRUARY 26, 2025 REGULAR BOARD MEETING**

Victor Massian Jr. made a motion to approve the minutes from the February 26, 2025 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

### **PUBLIC PRESENTATION OF 2025-2026 OPERATING BUDGET PROPOSAL**

The Board of Trustees and Library Director presented the 2025-2026 operating budget proposal.

### **PERIOD OF PUBLIC EXPRESSION**

None

### **TREASURER’S REPORT**

Gretchen Rodney made a motion to approve the Treasurer’s Report dated February 28, 2025 with an opening balance of \$5,665,196.86 and a closing balance of \$5,865,774.37. Seconded by Clayton Hudson. Motion approved unanimously.

### **APPROVAL OF WARRANTS**

Gretchen Rodney made a motion to approve L Warrant 46 in the amount of \$427.47. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 47 in the amount of \$510,103.72 . Seconded by Clayton Hudson. Motion approved unanimously.

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Gretchen Rodney made a motion to approve L Credit Warrant 48 in the amount of \$1,441.50.  
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 49 in the amount of \$522,511.43.  
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 50 in the amount of \$1,419.68 .  
Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L 51 Warrant in the amount of \$319,804.87.  
Seconded by Clayton Hudson. Motion approved unanimously.

#### **CORRESPONDENCE AND UNFINISHED BUSINESS**

None

#### **PERIOD OF PUBLIC EXPRESSION**

None

#### **NEW BUSINESS**

Victor Massian Jr. made a motion to approve the addition of policy 400-120 Employee Notification of Requests for Access to Disciplinary Records. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr made a motion to award 2025 lawn mowing and other property maintenance (one year only) to Heidrich Landscaping, Inc. (Coram, NY) in the amount of \$8,926 total for the season. Seconded by Gail Lynch Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the discard of:

One Epson T2-4000 printer (Technical Services)-Inventory # 2495

One Dell OptiPlex 7470 AIO computer (Adult Reference Desk-Clerk)-Inventory # 2391

One LG Washer/Dryer Combo-Inventory # 2214

Seconded by Clayton Hudson. Motion approved unanimously.

**EXECUTIVE SESSION MOTION**

Victor Massian Jr. made a motion to move into executive session at 8:06 pm 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 8:43 pm. Seconded by Clayton Hudson. Motion approved unanimously.

**PERSONNEL REPORT**

Gretchen Rodney made a motion to approve the personnel report dated March 26, 2025 as presented. Seconded by Clayton Hudson. Motion approved unanimously.

**MOTION TO ADJOURN**

Gretchen Rodney made a motion to adjourn the meeting at 8:44 pm. Seconded by Clayton Hudson. Motion approved unanimously.

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Secretary to the Board

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Secretary of the Board