

**LONGWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES REGULAR MEETING MINUTES
MARCH 27, 2024
KOVARIK ROOM**

The meeting was called to order at 7:05 pm by Vice President, Lauren O’Connell. Library Trustees 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

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

APPROVAL OF MINUTES FROM THE FEBRUARY 28, 2024 REGULAR BOARD MEETING

Gretchen Rodney made a motion to approve the minutes from the February 28, 2024 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PUBLIC PRESENTATION OF 2024-2025 OPERATING BUDGET PROPOSAL

The Board of Trustees reviewed the 2024-2025 operating budget proposal.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER’S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer’s Report dated February 29, 2024 with an opening balance of \$5,564,621.47 and a closing balance of \$5,593,147.59. Seconded by Victor Massian Jr. Motion approved unanimously.

APPROVAL OF WARRANTS

Gail Lynch-Bailey made a motion to approve L Warrant 47 in the amount of \$333.58. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 48 in the amount of \$468,113.99. Seconded by Gretchen Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 49 in the amount of \$508,061.41. Seconded by Victor Massian Jr. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Warrant 50 in the amount of \$224,051.57. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 51 in the amount of \$256,177.73. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant 52 in the amount of \$215,531.03. Seconded by Victor Massian Jr. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

PERIOD OF PUBLIC EXPRESSION

Stephanie VanDenburg, President of Friends of the Library addressed the board.

NEW BUSINESS

Victor Massian Jr. made a motion to approve the discard of one Dell Carrier Laptop Charging Station, Inventory #2312 and one Projector Screen, Inventory #Blue 00225. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 8:01pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gretchen Rodney. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:38 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

PERSONNEL REPORT

Victor Massian Jr. made a motion to approve the personnel report dated March 27, 2024, as presented. Seconded by Gretchen Rodney. Motion approved unanimously.

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MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 8:39 pm. Seconded by Gretchen Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board