

LONGWOOD PUBLIC LIBRARY

Regular Board Meeting

March 28, 2018

The meeting was called to order at 7:03 pm by President Theresa Germano followed by the pledge to the flag. Library Trustees Gail Lynch-Bailey, Victor Massian Jr., Lauren O'Connell, Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guterres, and Secretary to the Board Mara Sigalas were present.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes of the Board Meeting of February 21, 2018. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

PROPOSED OPERATING BUDGET 2018/2019

The Board reviewed the 2018/2019 proposed operating budget.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated February 28, 2018 with an opening balance of \$3,577,328.36 and a closing balance of \$3,719,719.20. Seconded by Lauren O'Connell. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve L Credit Warrant # 39 in the amount of \$3,610.14. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 40 in the amount of \$261,058.62. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant # 41 in the amount of \$6,984.65. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 42 in the amount of \$133,730.84. Seconded by Victor Massian Jr. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Warrant # 43 in the amount of \$141,899.97. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant # 44 in the amount of \$318,012.03. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 25 in the amount of \$1,716.76 Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Credit Warrant # 26 in the amount of \$0.00. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 27 in the amount of \$120,982.79. Seconded by Victor Massian Jr. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant # 12 in the amount of \$1,592.10. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant # 13 in the amount of \$22,516.34. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Building Fund H Credit Warrant # 14 in the amount of \$943.55. Seconded by Victor Massian Jr. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

Letter from West Middle Island PTA.

NEW BUSINESS

Lauren O'Connell made a motion to approve the proposal for the 2018 lawn mowing and other property maintenance to Heidrich Landscaping , Coram NY, for the amount of \$6510.00 for the season. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to approve the update of Policy 700-115 Museum Passes and Policy 700-10 Borrower Registration. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Lauren O'Connell made a motion to authorize the deposit of the Town of Brookhaven I.D.A. PILOT fund check #2665 in the amount of \$2,610.89 to be applied to building repair (as per resolution. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

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Lauren O'Connell made a motion to approve approve the maintenance and labor service agreements for the heating and cooling systems by Dynaire Service Corporation, Mineola, NY, for the period 1/1/2018 - 6/30/2018 in the amount of \$5635.00 and for the period of 7/1/18-6/30/19 in the amount of \$11,271.00. Seconded by Victor Massian Jr. Motion approved unanimously.

GENERAL DISCUSSION

None

EXECUTIVE SESSION MOTION

Lauren O'Connell made a motion to move into executive session at 8:50 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Victor Massian Jr. Motion approved unanimously. Lauren O'Connell made a motion to move out of executive session mode at 9:08 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

PERSONNEL REPORT

Gail Lynch-Bailey made a motion to accept the Personnel Report dated March 28, 2018 as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 9:10 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Secretary to the Board

Secretary of the Board