

LONGWOOD PUBLIC LIBRARY

Regular Board Meeting

April 18, 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, Lauren O'Connell, Gretchen Cotton Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guteres, and Secretary to the Board Mara Sigalas were present. Trustee Victor Massian Jr. arrived at 8:15 pm.

APPROVAL OF AGENDA

Lauren O'Connell made a motion to approve the agenda. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

ADVANCED DIVISION BATTLE OF THE BOOKS TEAM CERTIFICATE PRESENTATION

The Board recognized Longwood's ADB Team as County Champions as well as coaches Jan Miller and Rebecca Goldstein who were present and Tiffany Russo-Malone who was not in attendance.

APPROVAL OF MINUTES FROM MARCH 28, 2018 BOARD MEETING

Lauren O'Connell made a motion to approve the minutes of the March 28, 2018 Regular Meeting and Budget Information Meeting. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated March 31, 2018 with an opening balance of \$3,719,719.20 and a closing balance of \$3,705,308.74. Seconded by Lauren O'Connell. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve L Credit Warrant 45 in the amount of \$3,547.72. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 46 in the amount of \$257,545.39. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 47 in the amount of \$10,904.60. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 48 in the amount of \$133,730.84. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 49 in the amount of \$187,256.44. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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Gail Lynch-Bailey made a motion to approve L Credit Warrant 50 in the amount of \$409.00. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant 28 in the amount of \$511.95. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant 29 in the amount of \$134,948.32. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant 30 in the amount of \$118,647.79. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund H Warrant 15 in the amount of \$14,933.93. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

The board reviewed two letters (Coram Civic Association and Ruth Westfall, SCLS).

NEW BUSINESS

Lauren O'Connell made a motion to appoint Baldessari & Coster, LLP as board auditors at a not to exceed fee of \$12,600 for fiscal year 2018-2019. Any additional services that the library may require will be billed at a rate of \$190 to \$210 per hour for partner and \$75 to \$185 per hour for staff. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve the update of Policy 700-190 Thomas R. Bayles Local History Collection, the addition of Policy 700-50 Loan Rules and Borrowing Privileges and the deletion of Policies 700-12 Confidentiality of Library Records, 700-15 Homebound Borrowing Privileges, 700-18 Lending Regulations, 700-20 Reserves-Requests for Purchase, 700-25 Renewals, 700-30 Interlibrary Loans, 700-40 Teacher Cards, 700-70 Material Limits, 700-80 Direct Access, 700-90 7 Day Material, 700-92 14 Day Material, 700-94 21 Day Material. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

GENERAL DISCUSSION

None

EXECUTIVE SESSION MOTION

Lauren O'Connell made a motion to move into executive session at 8:55 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously. Lauren O'Connell made a motion to move out of executive session mode at 9:05 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

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PERSONNEL REPORT

Gail Lynch-Bailey made a motion to accept the revised Personnel Report dated April 18, 2018, as presented. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

MOTION TO ADJOURN

Lauren O'Connell made a motion to adjourn the meeting at 9:14 pm. Seconded by Gretchen Cotton Rodney. Motion approved unanimously.

Secretary to the Board

Secretary of the Board