

Longwood Public Library
Board of Trustees Regular Meeting Minutes
June 12, 2024
Kovarik Room

The meeting was called to order at 7:00 pm by Vice President Lauren O'Connell. Library Trustees Gail Lynch-Bailey, Clayton Hudson, Lauren O'Connell, Victor Massian Jr., Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Director Mara Sigalas were in attendance. Gretchen Rodney was absent with prior notice.

APPROVAL OF AGENDA

Victor Massian Jr. made a motion to approve the agenda. Seconded by Clayton Hudson. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE MAY 15, 2024 REGULAR BOARD MEETING

Clayton Hudson made a motion to approve the minutes from the May 15, 2024 Regular Board Meeting. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

none

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated May 31, 2024 with an opening balance of \$6,198,360.12 and a closing balance of \$5,056,138.03. Seconded by Clayton Hudson. Motion approved unanimously.

APPROVAL OF WARRANTS

Gail Lynch-Bailey made a motion to approve L Warrant 65 in the amount of \$700.82. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Credit Warrant 66 in the amount of \$18,643.62. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 67 in the amount of \$473,533.91. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 68 in the amount of \$6,512.22. Seconded by Victor Massian Jr. Motion approved unanimously.

Longwood Public Library
Board of Trustees Regular Meeting Minutes
June 12, 2024
Kovarik Room

Gail Lynch-Bailey made a motion to approve L Warrant 69 in the amount of \$171,304.68. Seconded by Victor Massian Jr. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve L Warrant 70 in the amount of \$506,624.91. Seconded by Victor Massian Jr. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

NEW BUSINESS

Gail Lynch-Bailey made a motion to approve the budget line transfers in the 2023/2024 budget. Seconded by Victor Massian Jr. Motion approved unanimously.

Victor Massian Jr made a motion to approve the one-year corporate subscription of TeamViewer software for June 25, 2024 to June 24, 2025. Seconded by Clayton Hudson. Motion approved unanimously.

Victor Massian Jr. made a motion to approve the purchase, installation and integration of two new servers by Langistic Networks. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the purchase of 10 new computers (Dell.com). Seconded by Victor Massian Jr. Motion approved unanimously.

The Board reviewed a proposed revision to the bylaws.

Gail Lynch-Bailey made a motion to approve changing the start time of the July 17, 2024, reorganizational meeting from 7 pm to 5 pm. Seconded by Victor Massian Jr. Motion approved unanimously.

Victor Massian Jr. made a motion to approve and award the internal inspection of the fire sprinkler system to Concept Fire Consulting, Inc. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the inspection and maintenance service agreement of the HVAC system by Dynaire Service Corporation (Mineola, NY) for the period July 1, 2024 to June 30, 2025. Seconded by Clayton Hudson. Motion approved unanimously.

BOARD MEETING DATES

The Board reviewed tentative board meeting dates for fiscal year 2024-2025.

EXECUTIVE SESSION MOTION

Victor Massian Jr. made a motion to move into executive session at 8:04 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Victor Massian Jr. made a motion to move out of executive session at 8:49 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

PERSONNEL REPORT

Victor Massian Jr. made a motion to approve the personnel report dated June 12, 2024 as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian Jr. made a motion to adjourn the meeting at 8:50 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board