

The meeting was called to order at 7:06 pm by President Lauren O'Connell. Library Trustees Gail Lynch-Bailey, Clayton Hudson, Gretchen Rodney, Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guteres, and Secretary to the Director Mara Sigalas were in attendance. Victor Massian Jr. was absent with prior notice.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES FROM THE JULY 17, 2024 REORGANIZATIONAL MEETING

Gail Lynch-Bailey made a motion to approve the minutes from the July 17, 2024 Reorganizational Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

APPROVAL OF MINUTES FROM THE JULY 17, 2024 REGULAR BOARD MEETING

Gail Lynch-Bailey made a motion to approve the minutes from the July 17, 2024 Regular Board Meeting. Seconded by Clayton Hudson. Motion approved unanimously.

BATTLE OF THE BOOKS TEAM RECOGNITION

The Board recognized the library's Battle of the Books team and coaches, Megan Karaptis and Ashley Sabatino.

PERIOD OF PUBLIC EXPRESSION

President of the Friends of the Library, Stephanie Van Denburg, addressed the board.

TREASURERS REPORT

Gretchen Rodney made a motion to approve the Treasurer's Report dated July 31, 2024 with an opening balance of \$5,289,188.32 and a closing balance of \$5,359,559.40. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

APPROVAL OF WARRANTS

Gretchen Rodney made a motion to approve L Warrant 3 in the amount of \$900.33. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 4 in the amount of \$755.17. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Credit Warrant 5 in the amount of \$724.94. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 6 in the amount of \$523,205.07. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 7 in the amount of \$335,545.09. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve L Warrant 8 in the amount of \$467,362.15. Seconded by Clayton Hudson. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

None

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

Gretchen Rodney made a motion to approve the revisions to policy 400-100 Nursing Employees. Seconded by Clayton Hudson. Motion approved unanimously.

Gretchen Rodney made a motion to approve the full appraisal of Longwood Public Library's building and contents by the Industrial Appraisal Company (Pittsburgh, PA) for the total amount of \$4790.00. Seconded by Clayton Hudson. Motion approved unanimously.

Gail Lynch-Bailey made a motion to authorize the opening of a new general checking account, Square account, a new payroll account, a flexible spending account, and a new debt service account at TD Bank. Seconded by Gretchen Rodney. Motion approved unanimously.

EXECUTIVE SESSION MOTION

Gretchen Rodney made a motion to move into executive session at 8:30 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Longwood Public Library
Board of Trustees Regular Meeting Minutes
August 21, 2024
Kovarik Room

Gretchen Rodney made a motion to move out of executive session at 9:15 pm. Seconded by Clayton Hudson. Motion approved unanimously.

PERSONNEL REPORT

Gretchen Rodney made a motion to approve the personnel report dated August 21, 2024 as presented. Seconded by Clayton Hudson. Motion approved unanimously.

MOTION TO ADJOURN

Gretchen Rodney made a motion to adjourn the meeting at 9:16 pm. Seconded by Clayton Hudson. Motion approved unanimously.

Secretary to the Board

Secretary of the Board