

Longwood Public Library
Board of Trustees Meeting Minutes
September 15, 2021
Kovarik Room

The meeting was called to order at 7:00 pm by President Gretchen Cotton Rodney, Library Trustees Gail Lynch-Bailey, Lauren O'Connell, Theresa Germano, Victor Massian Jr., Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Business Manager Linda Guterres, Secretary to the Board Mara Sigalas were in attendance.

Approval of Agenda

Lauren O'Connell made a motion to approve the agenda. Seconded by Theresa Germano. Motion approved unanimously.

Approval of Minutes from the August 18, 2021 Board Meeting

Gail Lynch-Bailey made a motion to approve the minutes of the August 18, 2021 Regular Board meeting. Seconded by Lauren O'Connell. Motion approved unanimously.

Period of Public Expression

Patron Richard Valentin attended the meeting.

Treasurer's Report

Lauren O'Connell made a motion to approve the Treasurer's Report dated August 31, 2021 with an opening balance of \$4,800,878.57 and a closing balance of \$5,075,885.05. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Approval of Warrants

Lauren O'Connell made a motion to approve L Warrant #9 in the amount of \$732.60.

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Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Credit Warrant #10 in the amount of \$877.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #11 in the amount of \$383,956.31. Seconded by Gail Lynch-Bailey. Motion approved unanimously

Lauren O'Connell made a motion to approve L Warrant #12 in the amount of \$4,280.06. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #13 in the amount of \$406,288.52. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Lauren O'Connell made a motion to approve L Warrant #14 in the amount of \$256,822.72. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Correspondence

None

New Business

Victor Massian Jr. made a motion to approve the revisions to Policies 700-10 Borrower Registration, 800-10 Budget Preparation, and deletion of Policy 800-20 Budget Schedule Overview. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve the discard of 1 Scanner A3 Bookedge Fax, inventory# 1602. Seconded by Theresa Germano. Motion approved

unanimously.

General Discussion

None

Executive Session Motion

Victor Massian Jr. made a motion to move into executive session at 7:35 pm to discuss medical, financial, credit and employment histories of individual employees. Seconded by Lauren O'Connell. Motion approved unanimously.

Lauren O'Connell made a motion to move out of executive session at 7:50 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Personnel Report

Gail Lynch-Bailey made a motion to approve the personnel report dated September 15, 2021 as presented. Seconded by Victor Massian Jr. Motion approved unanimously.

Motion to Adjourn

Victor Massian Jr. made a motion to adjourn the meeting at 7:51 pm. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Secretary to the Board

Secretary of the Board