

LONGWOOD PUBLIC LIBRARY

Regular Meeting

January 25, 2017

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Gail Lynch-Bailey made a motion to approve the minutes of the board meeting of December 21, 2016. Seconded by Lauren O'Connell. Motion approved unanimously.

PERIOD OF PUBLIC EXPRESSION

None

TREASURER'S REPORT

Gail Lynch-Bailey made a motion to approve the Treasurer's Report dated December 31, 2016, with an opening balance of \$ 3,223,948.20 and a closing balance of \$ 3,373,888.44. Seconded by Lauren O'Connell. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve Warrant # 23 in the amount of \$253,831.70. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Warrant # 24 in the amount of \$929.30. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Warrant # 25 in the amount of \$250,381.54. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Warrant # 26 in the amount of \$257,896.01. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Credit Warrant # 27 in the amount of \$47.98. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Warrant # 28 in the amount of \$254,795.65. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Warrant # 29 in the amount of \$8,751.33. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 18 in the amount of \$132,973.21. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 19 in the amount of \$113,640.18. Seconded by Victor Massian. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 20 in the amount of \$883.91. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 21 in the amount of \$133,346.32. Seconded by Lauren O'Connell. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund Warrant # 10 in the amount of \$6,845.71. Seconded by Lauren O'Connell. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

The board reviewed 3 letters (Rakhi Agarwal, Staceyann Retenski and Kevin Verbese)

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

MILEAGE REIMBURSEMENT

Lauren O'Connell made a motion to approve the revision to the mileage reimbursement rate from 54¢ per mile to 53.5¢ per mile as presented. Effective January 25, 2017. Seconded by Theresa Germano. Motion approved unanimously.

BUILDING EQUIPMENT MAINTENANCE

Lauren O'Connell made a motion to approve the inspection and maintenance service agreement of HVAC system by Dynaire Service Corp. of Mineola, NY for the period 1/1/2017 to 12/31/2017 in the amount of \$8,200.00 as attached. Seconded by Victor Massian. Motion approved unanimously.

RESOLUTION

Lauren O'Connell made a motion to authorize the deposit of Public Libraries Building Award from NYLA/PLS in the amount of \$1,000 into the Building Fund Capital One money market account (9284015071) to cover expenses associated with purchasing the LEED plaque. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

RESOLUTION - AMNESTY DAY

Lauren O'Connell made a motion to approve Budget Vote Day, April 4, 2017 as Amnesty Day as presented. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

RESOLUTION – ELECTION OFFICIAL DESIGNATION

Lauren O'Connell made a motion to approve the revised resolution to designate the officials to act at the Annual Election and Budget Vote on April 4, 2017. Seconded by Theresa Germano. Motion approved unanimously.

POLICY MANUAL REVISION

Lauren O'Connell made a motion to approve the revisions to Policy 600-20 Public Behavior Rules and Regulations as attached. Seconded by Theresa Germano. Motion approved unanimously.

POLICY MANUAL REVISIONS/DELETIONS/RENUMBERING

Lauren O'Connell made a motion to approve the revisions to Policy 600-50 Exhibit/Display/Local History Policies and Procedures, the revisions to and renumbering of Policy 600-55a to 600-50a Exhibitor's Agreement and Release as attached and the deletion of Policy 600-55 Policies and Procedures Local History Display Case as attached. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

POLICY MANUAL ADDITION

Lauren O'Connell made a motion to approve the addition of Policy 600-188 Print, Copy, Fax and Scan Services as attached. Seconded by Theresa Germano. Motion approved unanimously.

CAPITAL EQUIPMENT DISCARD

Lauren O'Connell made a motion to approve the discard of 1 Gateway Profile 6 computer inventory # 1326, 1 Topaz signature pad inventory # 1643, 1 APC Smart UPS 1500 battery inventory # 1639, 1 DELL Optiplex 740 computer inventory # 1543, 1 Lutronics PC monitor inventory # 1203 and 1 NEC portable projector inventory # 12230. 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 8:22 pm to discuss personnel appointments and employee histories. Seconded by Victor Massian. Motion approved unanimously. Lauren O'Connell made a motion to move out of executive session at 10:03 pm. Seconded by Victor Massian. Motion approved unanimously.

PERSONNEL REPORT

Lauren O'Connell made a motion to accept the Personnel Report dated January 2017 as presented. Seconded by Victor Massian. Motion approved unanimously.

MOTION TO ADJOURN

Victor Massian made a motion to adjourn the meeting at 10:05pm. Seconded by Lauren O'Connell. Motion approved unanimously.

Secretary of the Board

Secretary to the Board