

LONGWOOD PUBLIC LIBRARY

Regular Meeting

May 17, 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, and Lauren O'Connell, and Library Director Lisa Jacobs, Assistant Director Ann Hofbauer, Principal Account Clerk Linda Guterres and Secretary to the Board Margaret Colarossi were present. Victor Massian was absent with prior notice.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Theresa Germano made a motion to approve the minutes of the board meeting of April 19, 2017. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

Theresa Germano made a motion to approve the minutes of the special board meeting of April 27, 2017. 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 April 30, 2017, with an opening balance of \$ 3,706,695.14 and a closing balance of \$3,882,827.92. Seconded by Lauren O'Connell. Motion approved unanimously.

APPROVAL OF WARRANTS & BUDGET EXPENDITURES

Gail Lynch-Bailey made a motion to approve Credit Warrant # 46 in the amount of \$500.00. Seconded by Lauren O'Connell. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Warrant # 47 in the amount of \$3,837.53. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Credit Warrant # 48 in the amount of \$248,630.62. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Warrant # 49 in the amount of \$236,913.81. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Warrant # 50 in the amount of \$262,988.06. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 31 in the amount of \$130,758.35. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 32 in the amount of \$172.61. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve T&A Warrant # 33 in the amount of \$115,672.83. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Debt Service Warrant # 2 in the amount of \$238,809.37. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Debt Service Warrant # 3 in the amount of \$912,896.88. Seconded by Theresa Germano. Motion approved unanimously.

BUILDING FUND

Gail Lynch-Bailey made a motion to approve Building Fund Warrant # 14 in the amount of \$427,000.00. Seconded by Theresa Germano. Motion approved unanimously.

Gail Lynch-Bailey made a motion to approve Building Fund Warrant # 15 in the amount of \$25,352.55. Seconded by Theresa Germano. Motion approved unanimously.

CORRESPONDENCE AND UNFINISHED BUSINESS

The board reviewed 2 letters (RSVP and Fran Hanlon)

PERIOD OF PUBLIC EXPRESSION

None

NEW BUSINESS

APPOINTMENT OF AUDITORS

Lauren O'Connell made a motion to appoint Baldessari & Coster, LLP as board auditors at a not to exceed fee of \$12,250 for fiscal year 2017-2018. Any additional services that the library may require will be billed at a rate of \$170 to \$210 per hour for partner and \$75 to \$170 per hour for staff. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

BUILDING FUND

Lauren O'Connell made a motion to approve the proposal for site electric installation contract # 2.920 for Terrace and Children's Garden, pending insurance review, to M. D. Electrical Service, Inc. of Shoreham NY in the amount of \$ 2,550.00. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

CAPITAL EQUIPMENT

Lauren O'Connell made a motion to approve the purchase of Endcap Signage for the Children's Department as attached from Eric Begun of Brooklyn, NY in the amount of \$1,997.00 including shipping. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

COMPUTER CAPITAL EQUIPMENT

Lauren O'Connell made a motion to approve the purchase of 6 OptiPlex 7440 AIO computers @ \$853.91 each (\$5,123.46) and 4 OptiPlex 3040 SFF computers @ \$471.81 each (\$1,887.24) as attached from DELL NYS Contract Code 56AHC for a total of \$7,010.70. Seconded by Gail Lynch-Bailey. Motion approved unanimously.

CAPITAL EQUIPMENT DISCARD

Lauren O'Connell made a motion to discard 1 DELL Optiplex 740 computer Inventory # 1485. 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 8:40 pm to discuss personnel appointments and employee histories. Seconded by Gail Lynch-Bailey. Motion approved unanimously. Gail Lynch-Bailey made a motion to move out of executive session at 9:20 pm. Seconded by Lauren O'Connell. Motion approved unanimously.

PERSONNEL REPORT

Lauren O'Connell made a motion to accept the revised Personnel Report dated May 2017 as presented. Seconded by Theresa Germano. Motion approved unanimously.

MOTION TO ADJOURN

Gail Lynch-Bailey made a motion to adjourn the meeting at 9:22pm. Seconded by Lauren O'Connell. Motion approved unanimously.

Secretary of the Board

Secretary to the Board

