

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE HEWLETT-WOODMERE PUBLIC LIBRARY
HELD IN THE TRUSTEES' ROOM TUESDAY, APRIL 22, 2025**

1 CALL TO ORDER

2 The regular meeting was called to order by Ayanna Layne, Vice-President, at 7:00 PM.
3 Present: Ayanna Layne, Vice-President; Shari Braverman, Trustee; Michele Chaikin,
4 Trustee. Absent with prior notice: Leslie Eisenberg, President; Ellen Vaknine,
5 Treasurer/Financial Officer.
6 Staff Present: Michelle Young, Director; Catherine Nashak, Assistant Director; Susanne
7 Geisweller, Business Manager; Andrew Dachtera, Head of Building & Grounds.
8 Members of the Public: Joel Summer, resident of Woodmere; Deepali Chavre, resident
9 of Woodmere; Melissa Meric, resident of Hewlett; Stephen Dachtera, resident of Valley
10 Stream.

11 ADOPTION OF AGENDA

12 Shari Braverman moved, Michelle Chaikin seconded the motion to adopt the agenda.
13 Unanimous.

14
15 MINUTES

16 Michele Chaikin moved, Shari Braverman seconded the motion to approve the minutes
17 from the March 18, 2025 Budget Meeting, the March 18, 2025 Regular Meeting, and the
18 April 2, 2025 Special Meeting. Unanimous.

19 FINANCE

- 20 A. Revenue Budget Status March 2025 – L General Fund - \$568,760.20
21 B. Revenue Budget Status 7/1/2025-3/31/2025 – L General Fund - \$5,212,389.88
22 C. Appropriation Status 7/1/2025-3/31/2025 – L General Fund - \$5,585,007.81
23 D. Appropriation Status 7/1/2025-3/31/2025 – H Capital Projects Fund - \$38,837.44
24 E. Summary Warrants #34, #37 March 2025 – L General Fund - \$89,566.04
25 F. Summary Warrants #35, #36 March 2025 – L Payroll Fund - \$186,582.99
26 G. Cash Worksheet – March 2025
27 H. Budget Transfers March 2025 – L General Fund - \$3,110.00
28 I. Gross Payroll March 2025 - \$226,965.83

29 Michele Chaikin moved, Shari Braverman seconded the motion to receive all financial
30 items for March 2025. Unanimous.

31 Shari Braverman moved, Michele Chaikin seconded the motion to approve Summary
32 Warrants #34, #37 (pending correction by Internal Claims Auditor), #35 & #36.
33 Unanimous.

34 Michele Chaikin moved, Shari Braverman seconded the motion to approve the budget
35 transfers. Unanimous.

36 PERSONNEL

37 The Board acknowledged personnel changes for March 2025.

38 **RECOGNITION OF GUESTS**

39 There were four members of the public present.

40 **CORRESPONDENCE**

41 The Board acknowledged a thank you letter from Care to Knit, Inc.

42 **DIRECTOR'S REPORT**

43 The Director requested a Seasonal Cleaner part-time at the hourly rate of \$16.99-
44 \$19.91. Shari Braverman moved, Michele Chaikin seconded the motion to hire a
45 Seasonal Cleaner part-time at the hourly rate of \$16.99-\$19.91. Unanimous.

46 The Director requested a Librarian I part-time at the hourly rate of \$29.94-34.72.
47 Michele Chaikin moved, Shari Braverman seconded the motion to hire a Librarian I part-
48 time at the hourly rate of \$29.94-\$34.72. Unanimous.

49 The Director presented a resolution to approve two SED projects: the boiler
50 replacement and fire alarm panel replacement:

51 WHEREAS, at its January 22, 2025 meeting, the Board of Trustees of the Hewlett-
52 Woodmere Public Library approved the transfer of \$900,000 from the Library's General
53 Fund M/M Unassigned Fund to the Capital Projects line to support two necessary capital
54 improvements: (1) Boiler Replacement and (2) Fire Alarm System Upgrade; and

55 WHEREAS, although the transfer was authorized by the Board, and thereafter effectuated
56 by Administration, the specific action was not memorialized in the approved minutes of
57 the Meeting; and

58 WHEREAS, the Board now wishes to affirm and ratify that prior transfer; and

59 NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby affirms and
60 ratifies the January 2025 transfer of \$900,000 from the General Fund M/M Unassigned
61 Fund to the Capital Projects line to support two necessary capital improvements: (1)
62 Boiler Replacement and (2) Fire Alarm System Upgrade.

63 **DISPOSITION OF THE BOARD:**

64 **MOVED:** Shari Braverman

65 **SECONDED:** Michele Chaikin

66 **THOSE IN FAVOR:** 3 **THOSE OPPOSED:** 0 **THOSE ABSTAINING:** 0

67 **COMMENTS:** None

68 The Director announced that the bank for the library, First National Bank of Long Island,
69 is merging with ConnectOne Bancorp, Inc.

70 The Director presented a follow up letter to Civil Service Director Carnell Foskey
71 regarding the Member Library Directors' residency waiver request. The Board
72 suggested a minor edit before mailing.

73 The Director reported that she is currently seeking quotes for RFID/Self-Checkout and
74 security camera equipment and maintenance.

75 **DIRECTOR'S REPORT (Cont'd)**

76 The Board acknowledge an email of appreciation from Michele Hochhauser, District
77 ELA/Reading Chair.

78 The Director reported that a flood occurred behind Boehm on March 29th due to a coil
79 bursting on AH-1. Sav-Mor has submitted a quote for repairs. The Board requested
80 that the Director contact counsel and Inshallah to see if it is covered under warrantee.

81 **ASSISTANT DIRECTOR'S REPORT**

82 The Assistant Director reported that the Hewlett-Woodmere Public Library is now a
83 Family Place Library and thanks Head of Youth Services C. Lynch for helping make it
84 possible. There will be a site visit in 18 months to two years after implementation.

85 The Assistant Director updated the Board on the Long Island Children's Museum
86 renewal terms and a new addition, The Long Island Music and Entertainment Hall of
87 Fame.

88 The Assistant Director reminded the Board of the upcoming Arts Below Sunrise STEAM
89 Street Fair on May 4th .

90 **DEPARTMENT HEAD REPORTS**

91 The Board acknowledged the Department Head reports for March 2025.

92 A. Dachtera provided further information on the coil malfunction on AH-1.

93 Michele Chaikin moved, Shari Braverman seconded the motion to approve the repair
94 proposal from Sav-Mor for \$12,643.00 upon the condition that counsel finds that
95 Inshallah is not obligated to repair the unit.

96 A. Dachtera presented a list of ongoing projects for 2025.

97 **MEETINGS AND CONFERENCES**

98 Librarian Trainee M. Feehan requested to attend the School Library Journal Youth
99 Services Summit at the Plainview-Old Bethpage Library on May 29-30, 2025. The
100 registration fee is \$65.00.

101 Shari Braverman moved, Michele Chaikin seconded the motion to approve the
102 attendance of M. Feehan at the School Library Journal Youth Summit at the Plainview-
103 Old Bethpage Library for the fee of \$65.00. Unanimous.

104 Librarian P. Risolo requested to attend Anime NYC at the Javits Center on August 22,
105 2025. There is no fee to attend.

106 Shari Braverman moved, Michele Chaikin seconded the motion to approve the
107 attendance of P. Risolo at Anime NYC at the Javits Center. Unanimous.

108 **OLD BUSINESS**

109 A. Friends of the Library: to be discussed in Executive Session

110 B. In-Progress

111 I. Fire Alarm Replacement: discussed in the Director's Report

112 II. Boiler Replacement: discussed in the Director's Report

113 III. Parking Area and Walk (Site Improvement): discussion ensued

114 C. Security Cameras Upgrade: discussed in the Director's Report

115 D. Elevator Repair/Upgrade: no report

116 E. Roofing Replacement Project: no report

117 **NEW BUSINESS**

118 The Board acknowledged Librarian L. Adler's Outreach Activity Summary and requested
119 periodic reports.

120 **STATISTICS**

121 The Board acknowledged the statistic reports for March 2025.

122 **EXECUTIVE SESSION**

123 Michele Chaikin moved, Shari Braverman seconded the motion to enter Executive
124 Session at 8:22 PM to discuss contractual matters. Unanimous.

125 **PUBLIC SESSION**

126 Michele Chaikin moved, Shari Braverman seconded the motion to exit Executive
127 Session and enter Public Session at 9:05 PM. Unanimous.

128 **ADJOURNMENT**

129 Michele Chaikin moved, Shari Braverman seconded the motion to adjourn the meeting
130 at 9:05 PM. Unanimous.

131 The next regular meeting of the Board of Trustees will be held on Tuesday, May 20,
132 2025 in the Trustees' Room of the Hewlett-Woodmere Public Library

Respectfully submitted,

Approved:

*Catherine Nashak
Secretary*

*Leslie Eisenberg
President*