

# AGENDA

## Regular Meeting of the Board of Trustees of the Hewlett-Woodmere Public Library of April 22, 2025

The Library's Board of Trustees requests that persons attending this meeting sign the attendance sheet and be seated in the area set-aside for visitors. Thank you.

**I. CALL TO ORDER**

**II. AGENDA: Adoption of Agenda [MOTION]**

**III. MINUTES**

- A. Budget Work Session of March 18, 2025 [MOTION]
- B. Regular Meeting of March 18, 2025 [MOTION]
- C. Special Meeting of April 2, 2025 [MOTION]

**IV. FINANCE – MARCH 2025**

- A. Revenue Budget Status March 2025, L - General Fund Revenue - \$568,760.20
- B. Revenue Budget Status - L General Fund Revenue from 7/1/2024 to 3/31/2025 - \$5,212,389.88
- C. Appropriation Status from 7/1/2024 to 3/31/2025 – L General Fund Appropriation - \$5,585,007.81
- D. Appropriation Status from 7/1/2024 to 3/31/2025 – H Capital Projects Fund Appropriation - \$38,837.44
- E. Summary Warrant #34 & #37 March 2025 - L General Fund Checking - \$89,566.04
- F. Summary Warrant #35 & #36 - March 2025 – L Payroll Fund Checking - \$186,582.99

**[ONE MOTION TO APPROVE SUMMARY WARRANTS #34 - #37]**

- G. Cash Worksheet – March 2025
- H. Budget Transfers – March 2025 - L General Fund Budget Transfer - \$3,110.00 [MOTION]
- I. Gross Payroll – March 2025 - \$226,965.83  
**[ONE MOTION TO RECEIVE ALL AGENDA ITEMS RELATED TO FINANCE FOR THE MONTH OF MARCH 2025]**

**V. PERSONNEL**

- A. Schedule of Personnel Changes – MARCH 2025

**VI. RECOGNITION OF GUESTS: OPPORTUNITY FOR THE PUBLIC TO BE HEARD**

Speakers are asked to observe these protocols:

- Please state your name and community of residence
- Please address your question or remarks to the Board through its President or presiding officer
- Please do not include any references to personnel of the library by name, and refrain from any personal attacks
- Please limit the time of your remarks as requested by the Board President or presiding officer

**VII. CORRESPONDENCE**

- A. Care To Knit, Inc.

**VIII. DIRECTOR'S REPORT**

- A. Financial
- B. Personnel
- C. Building
- D. Outreach /Programming
- E. Meetings / Conferences

**IX. ASSISTANT DIRECTOR'S REPORT**

- A. Technology
- B. Museum Passes
- C. Arts Below Sunrise
- D. Miscellaneous
- E. Meetings

**X. DEPARTMENT HEAD REPORTS**

- A. Esther Fiber – Reference & Readers' Advisory Services – March 2025
- B. Caroline Lynch – Youth Services – March 2025
- C. Alicia Rispoli – Materials Management & Automated Services – March 2025
- D. Andrew Dachtera – Building & Grounds March 2025

**XI. MEETINGS AND CONFERENCES**

- A. Conference Request – Madeline Feehan – School Library Journal Youth Services Summit, – May 29 & 30th, 2025 [MOTION]
- B. Conference Request – Patrick Risolo – Anime NYC, Javits Center, August 22nd, 2025 [MOTION]

**XII. UNFINISHED BUSINESS**

- A. Friends Of the Library
- B. In-Progress
  - I. Fire Alarm Replacement
  - II. Heating Plant / Boiler Replacement - **RESOLUTION [MOTION]**
  - III. Parking Area and Walk
  - IV. s (Site Improvement)
- C. Security Cameras Upgrade
- D. Elevator Repair/Upgrade
- E. Roofing Replacement Project

**XIII. NEW BUSINESS**

- A. Laurie Adler – Outreach Services Report – March 2025

**XIV. STATISTICS**

- A. Rolling Year Comparison – March 2025
- B. Monthly Statistical Comparison – March 2025
- C. Circulation Analysis – CR 90.3 – March 2025
- D. Circulation Statistics – March 2025
- E. Program Attendance – March 2025
- F. Community Group Meetings – March 2025
- G. NLS Circulation Report – March 2025

**XV. EXECUTIVE SESSION – 5 Categories of Items [MOTION TO ENTER, MOTION TO EXIT]**

**XVI. ADJOURNMENT**

The next meeting of the Regular Board of Library Trustees will be held on *Tuesday, May 20, 2025* at 7:00 pm in the Trustees' Room of the Hewlett-Woodmere Public Library.