

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE HEWLETT-WOODMERE PUBLIC LIBRARY
HELD IN THE TRUSTEES' ROOM MONDAY, FEBRUARY 10, 2025**

1 CALL TO ORDER

2 The regular meeting was called to order by Leslie Eisenberg, President, at 7:13 PM.
3 Present: Leslie Eisenberg, President; Ayanna Layne, Vice-President; Ellen Vaknine,
4 Treasurer/Financial Officer; Shari Braverman, Trustee; Michele Chaikin, Trustee.
5 Staff Present: Michelle Young, Director; Catherine Nashak, Assistant Director; Susanne
6 Geisweller, Business Manager; Andrew Dachtera, Head of Building & Grounds.
7 Invited Guest: Christopher Mahadeo, Information Technology Specialist.
8 Members of the Public: Brian Rolston, resident of Valley Stream.

9 ADOPTION OF AGENDA

10 Ellen Vaknine moved, Ayanna Layne seconded the motion to adopt the agenda.
11 Unanimous.

12 MINUTES

13 Ayanna Layne moved, Shari Braverman seconded the motion to approve the minutes of
14 the first budget meeting of January 22, 2025. Unanimous.
15 Ellen Vaknine moved, Michele Chaikin seconded the motion to approve the minutes of
16 the regular meeting of January 22, 2025 as amended. Unanimous.

17 FINANCE

- 18 A. Revenue Budget Status January 2025 – L General Fund - \$586,640.85
- 19 B. Revenue Budget Status 7/1/2024-1/31/2025 – L General Fund - \$4,077,522.73
- 20 C. Appropriation Status 7/1/2024-1/31/2025 – L General Fund - \$4,666,387.87
- 21 D. Appropriation Status 7/1/2024-1/31/2025 – H Capital Fund - \$38,837.44
- 22 E. Summary Warrants #26, #28 January 2025 – L General Fund - \$204,700.51
- 23 F. Summary Warrants #27, #29 January 2025 – L Payroll Fund - \$189,049.96
- 24 G. Cash Worksheet January 2025
- 25 H. Budget Transfers January 2025 – L General Fund - \$14,000.00
- 26 I. Gross Payroll January 2025 - \$236,626.88

27 Ayanna Layne moved, Shari Braverman seconded the motion to accept all finances
28 relating to January 2025. Unanimous.

29 Shari Braverman moved, Ellen Vaknine seconded the motion to approve Summary
30 Warrants #26, #27, #28, #29. Unanimous.

31 Ayanna Layne moved, Ellen Vaknine seconded the motion to approve the budget
32 transfers. Unanimous.

33 PERSONNEL

34 There were no personnel changes for January 2024.

35 **RECOGNITION OF GUESTS**

36 There was one member of the public present.

37 **CORRESPONDENCE**

38 No correspondence was received for this period.

39 **DIRECTOR'S REPORT**

40 The Director has requested a building project timeline from Will Recce and John Tanzi.

41 The Board requested that the Director speak to Jill Sanders from Cullen & Danowski
42 regarding electronic payment options.

43 The Director requested noncompetitive part-time Clerk-Typist position for 17 hours per
44 week.

45 Shari Braverman moved, Ayanna Layne seconded the motion to approve the hiring of a
46 noncompetitive part-time Clerk-Typist at the hourly rate of \$18.26. Unanimous.

47 **ASSISTANT DIRECTOR'S REPORT**

48 The Assistant Director presented a quote for Faronics Deep Freeze Cloud services for
49 \$3,786.00 for a three-year subscription. IT Specialist C. Mahadeo explained the service
50 and answered questions from the Board.

51 Ayanna Layne moved, Ellen Vaknine seconded the motion to approve the purchase of a
52 three-year subscription to Deep Freeze Cloud service for \$3,786.00. Unanimous.

53 The Assistant Director presented the 2025 Annual Report to the Community.

54 **DEPARTMENT HEAD REPORTS**

55 The Board acknowledged Department Head reports for January 2025. Discussion
56 ensued regarding external lighting.

57 **MEETINGS AND CONFERENCES**

58 R. Fox requested to attend the Music Library Association's virtual conference held in the
59 afternoons March 17-21, 2025 for \$250.00.

60 Ellen Vaknine moved, Shari Braverman seconded the motion to approve R. Fox to
61 attend the Music Library Association virtual conference for \$250.00. Unanimous.

62 **GIFTS**

63 Ayanna Layne moved, Shari Braverman seconded the motion to accept a gift of
64 \$2,500.00 from Mr. Andrew Slepoy on behalf of the Jewish Communal Fund.
65 Unanimous.

66 **UNFINISHED BUSINESS**

67 A. Policy 307 – Use of Library Facilities: discussion ensued regarding whether to
68 charge rental fees for meeting room spaces. The Board has decided not to
69 charge fees at this time.

70 B. Policy 203 Revision – Bulletin Board Policy: the Board requests that counsel
71 draft a policy.

72 C. Friends of the Library – no report.

73 D. In-Progress: to be discussed in executive session

74 **UNFINISHED BUSINESS (Cont'd)**

75 E. Security Cameras Upgrade – no report.

76 F. Elevator Repair/Upgrade – no report.

77 G. Roofing Replacement Project – no report.

78 **NEW BUSINESS**

79 The Director presented the draft Three Year Strategic Plan 2025-2028 brochure. Edits
80 were suggested.

81 **STATISTICS**

82 The Board acknowledged reports for January 2025.

83 **EXECUTIVE SESSION**

84 Shari Braverman moved, Ellen Vaknine seconded the motion to enter Executive
85 Session at 8:38 PM to discuss negotiations and matters of contract. Unanimous.

86 **PUBLIC SESSION**

87 Ayanna Layne moved, Ellen Vaknine seconded the motion to exit Executive Session
88 and enter Public Session at 9:52 PM. Unanimous.

89 The Board requested to invite John Tanzi to the next board meeting.

90 **ADJOURNMENT**

91 Ellen Vaknine moved, Shari Braverman seconded the motion to adjourn the meeting at
92 10:01 PM. Unanimous.

93 The next budget work session and regular meeting of the Board of Trustees of the
94 Hewlett-Woodmere Public Library will be Tuesday, March 18, 2025.

Respectfully submitted,

Approved:

Catherine Nashak
Secretary

Leslie Eisenberg
President