

AGENDA

Regular Meeting of the Board of Trustees of the Hewlett-Woodmere Public Library of February 10, 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. **BUDGET MEETING: Second Meeting [MOTION TO ENTER, MOTION TO EXIT]**
- IV. **MINUTES**
 - A. Budget Work Session of January 22, 2025 [MOTION]
 - B. Regular Meeting of January 22, 2025 [MOTION]
- V. **FINANCE – January 2025**
 - A. Revenue Budget Status January 2025, L - General Fund Revenue - \$586,640.85
 - B. Revenue Budget Status - L General Fund Revenue from 7/1/2024 to 1/31/2025 - \$4,077,522.73
 - C. Appropriation Status from 7/1/2024 to 1/31/2025 – L General Fund Appropriation - \$4,666,387.87
 - D. Appropriation Status from 7/1/2024 to 1/31/2025 – H Capital Projects Fund Appropriation - \$38,837.44
 - E. Summary Warrant #26 & #28 January 2025 - L General Fund Checking - \$204,700.51
 - F. Summary Warrant #27 & #29 - January 2025 – L Payroll Fund Checking - \$189,049.96
[ONE MOTION TO APPROVE SUMMARY WARRANTS #26 - #29]
 - G. Cash Worksheet – January 2025
 - H. Budget Transfers – January 2025 - L General Fund Budget Transfer - \$14,000 [MOTION]
 - I. Gross Payroll – January 2025 - \$236,626.88
[ONE MOTION TO RECEIVE ALL AGENDA ITEMS RELATED TO FINANCE FOR THE MONTH OF JANUARY 2025]
- VI. **PERSONNEL**
 - A. Schedule of Personnel Changes – January 2025 (*no changes*)

VII. 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
- 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

VIII. CORRESPONDENCE

IX. DIRECTOR'S REPORT

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

X. ASSISTANT DIRECTOR'S REPORT

- A. Technology
- B. NYS Annual Report
- C. Annual Report to Community/Circulation Status
- D. Miscellaneous
- E. Meetings/Webinars

XI. INVITED GUESTS

- A. Christopher Mahadeo – IT Specialist (*Employee*)

XII. DEPARTMENT HEAD REPORTS

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

XIII. MEETINGS AND CONFERENCES

- A. Conference Request – Rick Fox – Music Library Association Conference - March 17 – 21, 2025

XIV. GIFTS

- A. Jewish Communal Fund [MOTION TO ACCEPT DONATION]

XV. UNFINISHED BUSINESS

- A. Policy 307 – Use of Library Facilities (*Room Fees*) [MOTION]
- B. Policy 203 Revision – Bulletin Board Policy
- C. Friends Of the Library
- D. In-Progress
 - I. Fire Alarm Replacement
 - II. Heating Plant / Boiler Replacement
 - III. Parking Area and Walks (Site Improvement)
- E. Security Cameras Upgrade
- F. Elevator Repair/Upgrade
- G. Roofing Replacement Project

XVI. NEW BUSINESS

- A. Three Year Strategic Plan (2025 – 2028)

XVII. STATISTICS

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

XVIII. EXECUTIVE SESSION – 3 Items [MOTION TO ENTER, MOTION TO EXIT]

IX. ADJOURNMENT

The next meeting of the Budget and Regular Board of Library Trustees will be held *Tuesday, March 18, 2025* at 7:00 pm in the Trustees' Room of the Hewlett-Woodmere Public Library.