

AGENDA

Regular Meeting of the Board of Trustees of the Hewlett-Woodmere Public Library of January 22, 2025 (*rescheduled from January 14, 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: First Meeting [MOTION TO ENTER, MOTION TO EXIT]**
- IV. **MINUTES**
 - A. Regular Meeting of December 16, 2024 [MOTION]
- V. **FINANCE – December 2024**
 - A. Revenue Budget Status December 2024, L- General Fund Revenue - \$570,382.52
 - B. Revenue Budget Status- L General Fund Revenue from 7/1/2024 to 12/31/2024 - \$3,490,881.88
 - C. Appropriation Status from 7/1/2024 to 12/31/24 – L General Fund Appropriation - \$4,120,057.88
 - D. Appropriation Status from 7/1/2024 to 12/31/24 – H Capital Projects Fund Appropriation - \$38,837.44
 - E. Summary Warrant #23 & #24 December 2024 - L General Fund Checking - \$88,345.96
 - F. Summary Warrant #22 & #25 - December 2024 – L Payroll Fund Checking - \$189,314.59
[ONE MOTION TO APPROVE SUMMARY WARRANTS #22 - #25]
 - G. Summary Warrant #4 – December 2024 – H Capital Projects Fund - \$3,024. **MOTION TO APPROVE SUMMARY WARRANT #4]**
 - H. Cash Worksheet – December 2024
 - I. Gross Payroll – December 2024 - \$232,915.90
[ONE MOTION TO RECEIVE ALL AGENDA ITEMS RELATED TO FINANCE FOR THE MONTH OF DECEMBER 2024]
- VI. **PERSONNEL**
 - A. Schedule of Personnel Changes – December

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

- A. Article - Nassau Herald, Article: *United Choral Society Proves Music Knows No Boundaries, Volume 101 No. 52, December 19-25,2024*
- B. Staff received donations of holiday cookies and treats from eight patrons. Thank you letters were sent to each patron.

IX. DIRECTOR'S REPORT

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

X. ASSISTANT DIRECTOR'S REPORT

- A. Technology
- B. Strategic Planning
- C. NYS Annual Report
- D. Staff
- E. Museum Passes
- F. Miscellaneous
- G. Meetings/Webinars

XI. DEPARTMENT HEAD REPORTS

- A. Esther Fiber – Reference & Readers' Advisory Services – December 2024
- B. Caroline Lynch – Youth Services – December 2024
- C. Alicia Rispoli – Materials Management & Automated Services – December 2024
- D. Andrew Dachtera – Building & Grounds December 2024

XII. MEETINGS AND CONFERENCES

XIII. GIFTS – Dr. Ralph Marino [MOTION TO ACCEPT DONATION]

XIV. UNFINISHED BUSINESS

- A. Policy 504 – Donation Boxes Revision [MOTION]
- B. Policy 203 Revision – Bulletin Board Policy
- C. Friends Of the Library
- D. In-Progress
 - I. Fire Alarm Replacement
 - II. Roofing Replacement Project
 - III. Heating Plant / Boiler Replacement
 - IV. Parking Area and Walks (Site Improvement)
- E. Security Cameras Upgrade
- F. Elevator Repair/Upgrade

XV. NEW BUSINESS

XVI. STATISTICS

- A. Rolling Year Comparison – December 2024
- B. Monthly Statistical Comparison – December 2024
- C. Circulation Analysis – CR 90.3 – December 2024
- D. Circulation Statistics – December 2024
- E. Program Attendance – December 2024
- F. Community Group Meetings – December 2024
- G. NLS Circulation Report – December 2024

XVII. EXECUTIVE SESSION – 11 Items [MOTION TO ENTER, MOTION TO EXIT]

XVIII. ADJOURNMENT

The next meeting of the Budget and Regular Board of Library Trustees will be held *Monday, February 10, 2025* at 7:00 pm in the Trustees' Room of the Hewlett-Woodmere Public Library.