

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE HEWLETT-WOODMERE PUBLIC LIBRARY
HELD IN THE TRUSTEES' ROOM TUESDAY, MARCH 18, 2025**

1 CALL TO ORDER

2 The regular meeting was called to order by Leslie Eisenberg, President, at 7:15 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 Members of the Public: Kenn Kyongyingyong, resident of Valley Stream; Deepali Chavre,
8 resident of Woodmere.

9 ADOPTION OF AGENDA

10 Ellen Vaknine moved, Shari Braverman seconded the motion to adopt the agenda.
11 Unanimous.

12 MINUTES

13 Shari Braverman moved, Ayanna Layne seconded the motion to approve the minutes of
14 the second budget meeting of February 10, 2025. Unanimous.
15 Shari Braverman moved, Michele Chaikin seconded the motion to approve the minutes
16 of the regular meeting of February 10, 2025 as amended. Unanimous.
17 Ayanna Layne moved, Ellen Vaknine seconded the motion to approve the minutes of
18 the special meeting of March 5, 2025. Unanimous.

19 FINANCE

- 20 A. Revenue Budget Status February 2025 – L General Fund - \$566,056.95
- 21 B. Revenue Budget Status 7/1/2024 to 2/28/2025 – L General Fund - \$4,643,579.68
- 22 C. Appropriation Status 7/1/2024 to 2/28/2025 – L General Fund - \$5,163,161.99
- 23 D. Appropriation Status 7/1/2024 to 2/28/2025 – H Capital Fund - \$38,837,44
- 24 E. Summary Warrant #30 & #33 February 2025 – L General Fund Checking -
25 \$161,034.64
- 26 F. Summary Warrant #31 & #32 February 2025 – L Payroll Checking - \$186,355.59
- 27 G. Cash Worksheet – February 2025
- 28 H. Budget Transfers – February 2025 – L General Fund - \$52,000
- 29 I. Gross Payroll – February 2025 - \$230,463.05

30 Shari Braverman moved, Michele Chaikin seconded the motion to receive all finances
31 relating to February 2025. Unanimous.

32 Ellen Vaknine moved, Shari Braverman seconded the motion to approve the summary
33 warrants. Unanimous.

34 Ayanna Layne moved, Shari Braverman seconded the motion to approve the budget
35 transfers. Unanimous.

36 **PERSONNEL**

37 There were no changes for February 2025.

38 **RECOGNITION OF GUESTS**

39 There were two members of the public present.

40

41 **CORRESPONDENCE**

42 A. The Board acknowledged the Director's letter to Dr. Ralph Marino, Jr. confirming
43 the adoption of the Proposition for School District Legal Notice.

44 B. The Board acknowledged the Nassau Herald's article on Faith Ringgold's "Quilts
45 Brought to Life" program at the library.

46 C. The Board acknowledged thank you cards from patrons.

47 **DIRECTOR'S REPORT**

48 A. The Director reported that she consulted with Cullen & Danowski and it is not
49 possible to pay utility invoices online. The Library will continue to pay by check
50 via regular mail.

51 B. The Director presented the revised Strategic Plan for approval.
52 Shari Braverman moved, Ellen Vaknine seconded the motion to approve the
53 HWPL 2025-2028 Strategic Plan pending minor edits. Unanimous.

54 C. The Director updated the Board on various building and equipment matters.

55 D. The Director reported that the Nassau County Civil Service Commission denied
56 the request from Nassau libraries for a residency waiver for Library Director,
57 Assistant Library Director, and Librarian I, II, and III.

58 **ASSISTANT DIRECTOR'S REPORT**

59 A. The Assistant Director presented the 2024 NYS Annual Report to the Board.
60 Shari Braverman moved, Ellen Vaknine seconded the motion to approve the
61 2024 NYS Annual Report for submittal. Unanimous.

62 B. The Assistant Director presented an inventory list for deaccessioning, the value
63 of which is \$10,489.00.

64 Ellen Vaknine moved, Michele Chaikin seconded the motion to approve the
65 presented list of inventory with a value \$10,489.00 for deaccession. Unanimous.

66 **DEPARTMENT HEAD REPORTS**

67 The Board acknowledged Department Head reports for February 2025.

68 A. Dachtera presented quotes for exterior lighting from All Good Electric Corp. totaling
69 \$7,780.00.

70 Michele Chaikin moved, Ayanna Layne seconded the motion to approve the proposal
71 from All Good Electric Corp. for external lighting in the amount of \$7,780.00.

72 Unanimous.

73 **MEETINGS AND CONFERENCES**

74 K. Denson, S. Dalrymple, and C. Mahadeo requested to attend the Long Island Library
75 Conference at the Melville Marriott on May 8, 2025 at a cost of \$85 each.

76 Shari Braverman moved, Ayanna Layne seconded the motion to approve the
77 attendance of K. Denson, S. Dalrymple, and C. Mahadeo to the 2025 Long Island
78 Library Conference. Unanimous.

79 S. Dalrymple requested to attend the School Library Journal Youth Services Summit at
80 the Plainview-Old Bethpage Library May 29-30, 2025 at a registration cost of \$65.00.

81 Ayanna Layne moved, Shari Braverman seconded the motion to approve the
82 attendance of S. Dalrymple to the School Library Journal Youth Services Summit.
83 Unanimous.

84 **UNFINISHED BUSINESS**

85 A. Proposed Holiday Schedule (July-December 2025): Ayanna Layne moved,
86 Michele Chaikin seconded the motion to approve the July-December 2025
87 Holiday Schedule as amended. Unanimous.

88 B. Proposed Sunday Schedule (July-December 2025): Ayanna Layne moved, Shari
89 Braverman seconded the motion to approve the July-December 2025 Sunday
90 Schedule. Unanimous.

91 C. Proposed Board Meeting Schedule (July-December 2025): Ayanna Layne
92 moved, Shari Braverman seconded the motion to approve July and September
93 2025 board meeting dates only, the remainder tabled until the September
94 meeting. Unanimous.

95 D. Strategic Plan of Service 2025-2028: this was discussed and approved in the
96 Director's Report.

97 E. Policy #203 Revision – Bulletin Board Policy: Ellen Vaknine moved, Shari
98 Braverman seconded the motion to adopt the revised Policy #203 – Bulletin
99 Board Policy. Unanimous.

100 F. Friends of the Library: no report

101 G. In-Progress: no report

102 H. Security Cameras Upgrade: no report

103 I. Elevator Repair/Upgrade: no report.

104 J. Roofing Replacement Project: no report.

105 **NEW BUSINESS**

106 A. Authorization of Tax Levy Increase:

107 Whereas, the adoption of the 2025/2026 budget for the Hewlett-Woodmere
108 Public Library may require a tax levy increase that exceeds the tax cap imposed
109 by state law as outlined in General

110 Municipal Law Section 3-c adopted in 2011; and

111 Whereas, General Municipal Law Section 3-c expressly permits the library board
112 to override the tax levy limit by a resolution approved by a vote of sixty percent of
113 qualified board members; now therefore be it

114 Resolved, that the Board of Trustees of the Hewlett-Woodmere Public Library
115 hereby votes and approves for fiscal year 2025-26 a tax levy that may be greater
116 than two percent, or the maximum allowable tax levy, above the current tax levy.

117 **NEW BUSINESS (Cont'd)**

118 Ayanna Layne moved, Ellen Vaknine seconded a motion not to pierce the tax cap
119 for FY 2025/2026 imposed by state law as outlined in General Municipal Law
120 Section 3-C adopted in 2011. Unanimous.

121 B. NY State Annual Report 2024: this was discussed and approved in the Assistant
122 Director's report.

123 C. Authorization for Hewlett-Woodmere Public Library Capital Projects: the Board
124 Acknowledged Dr. Ralph Marino's letter from the NYS Education Department
125 authorizing the Library Director and Board of Trustees to function as signatories
126 for submission of documents required for capital construction purposes.

127 D. Proposed Policy: Immigration Enforcement Response: Michele Chaikin moved,
128 Shari Braverman seconded the motion to adopt the proposed Immigration
129 Enforcement Response Policy as amended. Unanimous.

130 **STATISTICS**

131 The Board acknowledged statistic reports for February 2025.

132

133 **EXECUTIVE SESSION**

134 Ellen Vaknine moved, Ayanna Layne seconded the motion to enter Executive Session at
135 8:35 PM for the purpose of discussing collective bargaining negotiations. Unanimous.

136 **PUBLIC SESSION**

137 Shari Braverman moved, Ayanna Layne seconded the motion to exit Executive Session
138 and enter Public Session at 9:31 PM. Unanimous.

139 Ellen Vaknine moved, Aynna Layne seconded the motion to approve the proposed Site
140 Improvement Project from John Tanzi in the amount of \$375,000.00. Unanimous.

141 Shari Braverman moved, Ellen Vaknine seconded the motion to approve the 2025
142 Engagement Letter from Cullen & Danowski for a fee of \$14,150.00. Unanimous.

143 **ADJOURNMENT**

144 Ayanna Layne moved, Shari Braverman seconded the motion to adjourn the regular
145 meeting at 9:37 PM. Unanimous.

146 The next regular meeting of the Board of Trustees of the Hewlett-Woodmere Public
147 Library will be Tuesday, April 22, 2025 in the Trustees' Room.

Respectfully submitted,

Approved:

Catherine Nashak
Secretary

Leslie Eisenberg
President