

# AGENDA

## Regular Meeting of the Board of Trustees of the Hewlett-Woodmere Public Library of May 19, 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. Regular Meeting of April 22, 2025 [MOTION]
- B. Special Meeting of May 1, 2025 [MOTION]

**IV. FINANCE – APRIL 2025**

- A. Revenue Budget Status April 2025, L - General Fund Revenue - \$573,585.18
- B. Revenue Budget Status - L General Fund Revenue from 7/1/2024 to 4/30/2025 - \$5,785,925.06
- C. Appropriation Status from 7/1/2024 to 4/30/2025 – L General Fund Appropriation - \$6,048,624.02
- D. Appropriation Status from 7/1/2024 to 4/30/2025 – H Capital Projects Fund Appropriation - \$38,837.44
- E. Summary Warrant #39 & #40 April 2025 - L General Fund Checking - \$125,531.33
- F. Summary Warrant #38 & #41 - April 2025 – L Payroll Fund Checking - \$187,439.61

**[ONE MOTION TO APPROVE SUMMARY WARRANTS #38 - #41]**

- G. Cash Worksheet – April 2025
  - H. Budget Transfers – April 2025 - L General Fund Budget Transfer - \$14,900.00 [MOTION]
  - I. Budget Transfers – April 2025 - H Capital Projects Fund Budget Transfer - \$525,000.00 [MOTION]
  - J. Gross Payroll – April 2025 - \$233,988.98
- [ONE MOTION TO RECEIVE ALL AGENDA ITEMS RELATED TO FINANCE FOR THE MONTH OF APRIL 2025]**

**V. PERSONNEL**

- A. Schedule of Personnel Changes – April 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. Article – Nassau Herald Article: *400 Artists at HWSO Annual Library Art Exhibit, Volume 102 No.18, May 1 – 7, 2025*

**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 – April 2025
- B. Caroline Lynch – Youth Services – April 2025
- C. Alicia Rispoli – Materials Management & Automated Services – April 2025
- D. Andrew Dachtera – Building & Grounds April 2025

**XI. MEETINGS AND CONFERENCES**

**XII. UNFINISHED BUSINESS**

- A. Friends Of the Library
- B. In-Progress
  - I. Fire Alarm Replacement
  - II. Heating Plant / Boiler Replacement
  - III. Site Improvement - Parking Lot and Walkway
  - IV. Security Cameras and Server Upgrade **[MOTION]**
- C. Elevator Repair/Upgrade
- D. Roof Replacement

**XIII. NEW BUSINESS**

**XIV. STATISTICS**

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

**XV. EXECUTIVE SESSION – 2 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 *Monday, June 16, 2025* at 7:00 pm in the Trustees' Room of the Hewlett-Woodmere Public Library.