

AGENDA

Reorganization and Regular Meeting of the Board of Trustees of the Hewlett-Woodmere Public Library of July 22, 2025

I. CALL TO ORDER AND ADOPTION OF AGENDA

II. ITEMS OF ORGANIZATION

A. Oath of Allegiance: Stephen Dachtera for a 5-year term,
July 1, 2025 - June 30, 2030
Oath of Allegiance: Deepali Chavre to complete the term
vacated by resigning trustee, Ellen Vaknine, July 1, 2025 -
June 30, 2026

B. Election of officers: President, Vice President and Treasurer

_____ MOVED, _____ SECONDED
THE NOMINATION FOR THE OFFICE OF PRESIDENT.

_____ MOVED, _____ SECONDED
THE NOMINATION FOR THE OFFICE OF VICE PRESIDENT.

_____ MOVED, _____ SECONDED
THE NOMINATION FOR THE OFFICE OF BOARD TREASURER.

C. Appointment of Secretary

_____ MOVED, _____ SECONDED
THAT Catherine Nashak SERVE AS SECRETARY.

_____ MOVED, _____ SECONDED
TO CLOSE THE NOMINATIONS AND ORDER THE SECRETARY TO CAST
ONE BALLOT FOR THE SLATE.

D. Appointment of Library Treasurer and Claims Auditor

_____ MOVED, _____ SECONDED
THAT Brian Cleary SERVE AS LIBRARY TREASURER AT THE RATE OF
\$750.00 PER MONTH AND Michael Fox SERVE AS CLAIMS AUDITOR
AT THE RATE OF \$125.00 PER HOUR.

E. Authorization of Bank Accounts

_____ MOVED, _____ SECONDED
BANK ACCOUNTS AS FOLLOWS:

BANK ACCOUNT	TYPE OF ACCOUNT	NAME OF BANK	ACCOUNT NUMBER	ACTION
Capital Projects Fund	Checking	ConnectOne		Continue
General Fund	Checking	ConnectOne		Continue
Payroll Account	Checking	ConnectOne		Continue
Capital Projects Fund	Money Market	ConnectOne		Continue
General Fund	Money Market	ConnectOne		Continue
Enhancement Fund	Money Market	ConnectOne		Continue
Endowment Fund	Money Market	ConnectOne		Continue

F. Authorization of Petty Cash, Signing of Checks between Board Meetings, Investment of Funds by Treasurer as allowed by Law

_____ MOVED, _____ SECONDED
THE AUTHORIZATION OF PETTY CASH IN THE AMOUNT OF \$1,460 [\$480 AT CIRCULATION DESK]; AUTHORIZATION FOR BOARD MEMBERS TO SIGN PAYROLL AND OTHER CHECKS DURING AUGUST, 2025; AUTHORIZATION FOR BOARD MEMBERS TO SIGN VENDOR AND TAX CHECKS BETWEEN MEETINGS. AUTHORIZATION FOR LIBRARY TREASURER TO INVEST AVAILABLE FUNDS AS FOLLOWED BY LAW.

G. Authorization of Payment of Bills and Expenses for the purpose of meeting due date requirements and avoiding late payment charges

_____ MOVED, _____ SECONDED
THE AUTHORIZATION OF PAYMENT OF THE BILLS AND EXPENSES, INCLUDING BUT NOT LIMITED TO: CREDIT CARD, PAYROLL, PAYROLL TAXES, PAYROLL DEDUCTIONS, FRINGE BENEFIT EXPENSES AND UTILITIES, BETWEEN BOARD MEETINGS FOR THE PURPOSE OF MEETING DUE DATE REQUIREMENTS AND AVOIDING LATE PAYMENT CHARGES.

H. Designation of Newspapers for Legal Advertising

DESIGNATION OF NEWSPAPERS FOR THE PURPOSE OF LEGAL ADVERTISING: _____ MOVED, AND _____ SECONDED TO DESIGNATE THE NASSAU HERALD AND NEWSDAY AS VEHICLES FOR THE PUBLICATION OF LEGAL NOTICES.

I. Appointment of Counsel to the Library Board

_____ MOVED, _____ SECONDED
TO APPOINT QUATELA CHIMERI PLLC AS COUNSEL TO THE LIBRARY
BOARD ACCORDING TO THE TERMS OF THEIR PROPOSAL.

J. Authorization of Inter-account transfers

_____ MOVED, _____ SECONDED
THE MOTION TO AUTHORIZE THAT INTER-ACCOUNT TRANSFERS AMONG
THE GENERAL FUND ACCOUNTS OF THE HEWLETT-WOODMERE PUBLIC
LIBRARY BE MADE AT THE REQUEST OF THE LIBRARY DIRECTOR
[MICHELLE YOUNG] AND/OR PR. ACCOUNT CLERK [TOVA
PESAHOVITZ], SUBJECT TO REVIEW BY THE LIBRARY TREASURER.

K. Authorization of Inter-fund transfers

_____ MOVED, _____ SECONDED
THE MOTION TO AUTHORIZE THAT INTER-FUND TRANSFERS AMONG
THE GENERAL FUND, ENDOWMENT FUND AND ENHANCEMENT FUND OF
THE HEWLETT-WOODMERE PUBLIC LIBRARY BE MADE AFTER APPROVAL
BY THE LIBRARY BOARD AND AT THE REQUEST OF THE LIBRARY
DIRECTOR [MICHELLE YOUNG] AND/OR PR. ACCOUNT CLERK
[TOVA PESAHOVITZ], SUBJECT TO REVIEW BY THE LIBRARY TREASURER.

L. Authorization of Budget Line-Item Transfers

_____ MOVED, _____ SECONDED
TO AUTHORIZE THE DIRECTOR TO MAKE LINE-ITEM TRANSFERS
IN LIBRARY'S OPERATING AND CAPITAL BUDGETS BETWEEN BOARD
MEETINGS TO ENABLE THE ISSUANCE OF PURCHASE ORDERS.

M. Purchasing Policy - 103

_____ MOVED, _____ SECONDED
TO AFFIRM THE EXISTING PURCHASING POLICY. A COPY OF WHICH
IS INCLUDED.

N. Investment Policy - 107

_____ MOVED, _____ SECONDED
TO AFFIRM THE EXISTING INVESTMENT POLICY. A COPY OF WHICH
IS INCLUDED.

O. Financial Goals Policy - 109

_____ MOVED, _____ SECONDED
TO AFFIRM THE EXISTING FINANCIAL GOALS POLICY. A COPY OF
WHICH IS INCLUDED.

P. Prepayment for Library Purchases Policy - 104

_____ MOVED, _____ SECONDED
TO AFFIRM THE EXISTING PREPAYMENT FOR LIBRARY PURCHASES
POLICY. A COPY OF WHICH IS INCLUDED.

Q. Trustee, Officer, Employee and Volunteer
Code of Ethics and Conflict of Interest Policy - 009

_____ MOVED, _____ SECONDED
TO **APPROVE** THE EXISTING CODE OF ETHICS AND CONFLICT
OF INTEREST POLICY. A COPY OF WHICH IS INCLUDED.
**ALL TRUSTEES MUST SUBMIT CONFLICT OF INTEREST CERTIFICATION
PAGES [6 & 7] FOR FISCAL YEAR 2025/26 TO ADMINISTRATION.**

R. Fund Balance Classifications Policy - 110
[Pursuant to GASB Statement 54]

_____ MOVED, _____ SECONDED
TO AFFIRM THE EXISTING FUND BALANCE CLASSIFICATIONS POLICY.
A COPY OF WHICH IS INCLUDED.

III. MINUTES

- A. Regular Meeting of June 16, 2025 **[MOTION]**
- B. Special Meeting of June 30, 2025 **[MOTION]**

IV. FINANCE – June 2025

- A. Revenue Budget Status – Fund L - \$ 570,246.81
- B. Revenue Budget Status through 7/1/24 to 6/30/2025 - \$ 6,929,683.45
- C. Appropriation Status Current Month & Up to Date 6/30/25 – Fund L
\$ 6,951,980.49
- D. Appropriation Status Current Month & Up to Date 6/30/25 – Fund H
\$ 38,837.44
- E. Summary Warrant #47, 48, 50 & - Fund L AP - \$ 159,905.79 **[MOTION]**
- F. Summary Warrant #46, 49 - Fund L Payroll - \$ 184,945.11 **[MOTION]**
- G. Cash Worksheet – June 30, 2025
- H. Budget Transfers – Fund L - \$ 18,670.00
- I. Gross Payroll - \$ 224,097.09

[MOTION] to receive all finances relating to June 2025

[MOTION] to approve budget transfers

V. PERSONNEL

- A. Schedule of Personnel Changes June 2025

VI. INVITED GUESTS

- A. John Tanzi, AIA Principal, from John Tanzi Architects

VII. DIRECTOR'S REPORT

- A. Facility
- B. Financial
- C. Friends of the Library Update
- D. Meetings Upcoming /Attended

VIII. ASSISTANT DIRECTOR'S REPORT

- A. Museum/Amusement Passes
- B. Policies
- C. Industrial Appraisal
- D. Staff
- E. Miscellaneous

IX. DEPARTMENT HEADS' AND STAFF REPORTS – June 2025

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

X. RECOGNITION OF GUESTS

OPPORTUNITY FOR THE PUBLIC TO BE HEARD

[Related to agenda items only]

Speakers are asked to observe these protocols:

- Please address your question or remarks to the Board through its President
- Please state your name and community of residence
- 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

XI. CORRESPONDENCE

- A. Resignation of E. Vaknine, Treasurer, Library Board of Trustees

XII. MEETINGS AND CONFERENCES

- A. Conference **Request** – S. Dalrymple – NYC Comic Con, October 9, 2025
[**MOTION**]
- B. Conference **Request** – L. Adler – Lit Fest – NLS September 12, 2025
[**MOTION**]
- C. Conference **Request** – C. Nashak – NYLA Annual Conference, November 5-8, 2025 in Saratoga Springs[**MOTION**]
- D. Post Conference Report – L. Adler – AJL Conference

XIII. GIFTS

- A. Greenburg-May Foundation, Inc.

XIV. UNFINISHED BUSINESS

- A. Proposed Board Meeting Schedule October – December 2025 [**MOTION**]
- B. Fire Alarm Replacement [**RESOLUTION**]
- C. Roofing
- D. Security Cameras Upgrade
- E. Elevator Repair/Upgrade
- F. Friends of the Library

XV. NEW BUSINESS

- A. Nassau Herald Article – June 26, 2025
- B. Nassau Herald Article – July 3, 2025
- C. Nassau Herald Article – July 10, 2025
- D. Proposed Delayed Openings 2025/2026 [**MOTION**]

XVI. STATISTICS - June 2025

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

XVII. ILS REPORTS AND CORRESPONDENCE

XVIII. NLS REPORTS AND CORRESPONDENCE

XIX. EXECUTIVE SESSION – [4 items to be discussed]

XX. ADJOURNMENT

The next regular meeting of the Board of Library Trustees will be held at 7:00 P.M. in the Trustees' Room of the Hewlett-Woodmere Public Library on Monday, September 16, 2025.

[The Library's Board of Trustees requests that persons attending this meeting sign the attendance sheet in the back of the room and be seated in the area set-aside for visitors. Thank you.]