

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE HEWLETT-WOODMERE PUBLIC LIBRARY
HELD IN THE TRUSTEES' ROOM MONDAY, JUNE 16, 2025**

1 CALL TO ORDER

2 The regular meeting was called to order by Leslie Eisenberg, President, at 7:00 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 and Grounds.
7 Invited Guest: John Tanzi, Architect.
8 Members of the Public: Deepali Chavre, resident of Woodmere; Stephen Dachtera,
9 resident of Valley Stream; Yelena Fradlis, resident of Woodmere; Douglas Hensey,
10 resident of Woodmere.

11 ADOPTION OF AGENDA

12 Leslie Eisenberg moved, Shari Braverman seconded the motion to approve the agenda
13 as amended to include Warrant #45. Unanimous.

14 MINUTES

15 Ayanna Layne moved, Ellen Vaknine seconded the motion to approve the minutes of
16 the regular meeting of May 19, 2025. Unanimous.
17 Ayanna Layne moved, Shari Braverman seconded the motion to approve the Special
18 District Meeting minutes of May 19, 2025. Unanimous.
19 Shari Braverman moved, Ellen Vaknine seconded the motion to approve the special
20 meeting minutes of June 4, 2025.

21 FINANCE

- 22 A. Revenue Budget Status – May 2025 – L General Fund – \$573,511.58
23 B. Revenue Budget Status – 7/1/2024 to 5/31/2025 – L General Fund -
24 \$6,359,436.64
25 C. Appropriation Status – 7/1/2024 to 5/31/2025 – L General Fund - \$6,642,062.86
26 D. Appropriation Status – 7/1/2024 to 5/31/2025 – H Capital Fund - \$38,837.44
27 E. Summary Warrant #42 & #45 – May 2025 – L General Fund - \$90,963.43
28 F. Summary Warrant #43 & #45 – May 2025 – L Payroll Fund - \$180,957.44
29 G. Cash Worksheet – May 2025
30 H. Budget Transfers – May 2025 – L General Fund - \$101,030.67
31 I. Gross Payroll – May 2025 - \$233,787.53

32 Ellen Vaknine moved, Michele Chaikin seconded the motion to approve summary
33 warrants #42, 43, 44, 45. Unanimous.
34 Shari Braverman moved, Michele Chaikin seconded the motion to approve the budget
35 transfers. Unanimous.
36 Ayanna Layne moved, Ellen Vaknine seconded the motion to receive all financial items
37 relating to May 2025. Unanimous.

38 **PERSONNEL**

39 The Board acknowledged the personnel changes for May 2025.

40 **INVITED GUEST**

41 John Tanzi presented a proposed parking lot layout. Discussion ensued. Mr. Tanzi also
42 reported that SED has completed their review of the boiler replacement project and is
43 moving on to the next stage.

44 **RECOGNITION OF GUESTS**

45 Four members of the public were present.

46

47 **CORRESPONDENCE**

48 The Board acknowledged the Director's letter of confirmation to Charles Carollo at the
49 Hewlett-Woodmere Union Free School District.

50 The Board acknowledged the letter of appreciation from Care to Knit, Inc.

51 **DIRECTOR'S REPORT**

52 The Director discussed the current rating for ConnectOne Bank and that she consulted
53 with Library Treasurer Brian Cleary and Jill Sanders of Cullen & Danowski. The Director
54 will observe the rating for the next few months for any changes. The Board requested
55 that the Director also ask B. Cleary and J. Sanders regarding collateralization.

56 The Director requested a part-time Page position at \$17.50 per hour.

57 Shari Braverman moved, Leslie Eisenberg seconded the motion to approve the position.

58 Unanimous.

59 The Director discussed the current status of AHU-1 and presented a proposal from Sav-
60 Mor for coil replacement in the amount of \$12,643.00. The Board requested the
61 Director and counsel follow up with Inshallah. She is also awaiting the balancing valve
62 report from Inshallah.

63 The Director and A. Dachtera accompanied Police Officer Anthony D'Alto of Nassau
64 County Homeland Security in assessing the building's security camera needs. A report
65 is forthcoming.

66 The Director presented the proposal options for a new self-check system from
67 Envisionware. The Board requested further information on system updates and
68 warranties.

69 **ASSISTANT DIRECTOR'S REPORT**

70 The Assistant Director presented a draft for a Hotspot Lending Policy.

71 Ayanna Layne moved, Michele Chaikin seconded the motion to adopt the policy with
72 suggested edits. Unanimous.

The Assistant Director reported that overlaps with Policy 013 – Code of Conduct need to
be assessed. The Board requested copies of all related policies for the July meeting.
The newly designed Overleaf has been mailed to residents. The Assistant Director is
seeking newsletter printing proposals.

The Library will soon be offering a museum pass to Raynham Hall in Oyster Bay.

73 **DEPARTMENT HEAD REPORTS**

74 The Board acknowledged reports for May 2025.

75 **MEETINGS AND CONFERENCES**

76 The Board acknowledged post- conference reports from S. Dalrymple, K. Denson, and
77 M. Feehan. The Board requested further information on AI policies; the Director will
78 consult with Counsel.

79 L. Adler requested permission to attend the virtual Association of Jewish Libraries
80 Conference June 23-26, 2025 for the registration fee of \$210.00.

81 Ellen Vaknine moved, Shari Braverman seconded the motion to approve the attendance
82 of L. Adler to the virtual Association of Jewish Libraries Conference June 23-26, 2025
83 for the registration fee of \$210.00. Unanimous.

84 C. Lynch requested permission to attend the 2025 Lit-Fest Conference at the Nassau
85 Library System on Friday, September 12, 2025 for the registration fee of \$95.00.

86 Ellen Vaknine moved, Ayanna Layne seconded the motion for C. Lynch to attend the
87 2025 Lit-Fest Conference at the Nassau Library System on Friday, September 12, 2025
88 for the registration fee of \$95.00. Unanimous.

89 S. Dalrymple requested permission to attend the 2025 Lit-Fest Conference at the
90 Nassau Library System on Friday, September 12, 2025 for the registration fee of
91 \$95.00.

92 Ellen Vaknine moved, Ayanna Layne seconded the motion for S. Dalrymple to attend
93 the 2025 Lit-Fest Conference at the Nassau Library System on Friday, September 12,
94 2025 for the registration fee of \$95.00. Unanimous.

95 **UNFINISHED BUSINESS**

96 A. Friends of the Library – no report.

97 B. In-Progress

98 a. Fire Alarm replacement – no report

99 b. Boiler replacement – this was discussed by John Tanzi

100 c. Site Improvement – Parking Lot – this was discussed by John Tanzi

101 d. Security Cameras and Server Upgrade – this was discussed in the
102 Director's Report

103 C. Elevator Repair/Upgrade – no report

104 D. Roof Replacement – no report

105 **NEW BUSINESS**

106 A. Proposed Amendments to NLS Memorandum of Organization: Ayanna Layne
107 moved, Michele Chaikin seconded the motion to approve the proposed
108 memorandum. Unanimous.

109 B. School/Library Budget Vote & Election Results: the Board acknowledged.

110 C. Budget Vote Comparison: the Board acknowledged.

111 D. Resolution – SEQRA:

112 STATE ENVIRONMENTAL QUALITY REVIEW ACT RESOLUTION
113 PROPOSED CAPITAL IMPROVEMENT PROJECT HEWLETT-WOODMERE PUBLIC
114 LIBRARY - June 16, 2025

115 **WHEREAS**, the Board of Trustees of the Hewlett-Woodmere Public Library desires to
116 embark upon the following capital improvements at the library’s facility as set forth
117 herein and as listed in the working budget: (1) replacement and upgrades to the boiler
118 system, (2) replacement and upgrades to the fire alarm system, (3) improvements to the
119 asphalt parking pavement and concrete curbs and sidewalks at the Hewlett-Woodmere
120 Public Library; (hereinafter collectively referred to as the “Project”); and

121 **WHEREAS**, said capital improvements are subject to classification under the State
122 Environmental Quality Review Act (SEQRA); and

123 **WHEREAS**, maintenance or repair involving no substantial changes in an existing
124 structure or facility are classified as Type II Actions under the current Department of
125 Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(1)); and

126 **WHEREAS**, replacement, rehabilitation or reconstruction of a structure or a facility, in
127 kind, on the same site, including upgrading buildings to meet building or fire codes,
128 unless such action meets or exceeds any of the thresholds in section 617.4 are
129 classified as Type II Actions under the current Department of Environmental
130 Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(2)); and

131 **WHEREAS**, routine activities of educational institutions, including expansion of existing
132 facilities by less than 10,000 square feet of gross floor area are classified as Type II
133 Actions under the current Department of Environmental Conservation SEQRA
134 Regulations (Section 6 NYCRR
135 617.5 (c)(10)); and

136 **WHEREAS**, the purchase or sale of furnishings, equipment or supplies...other than the
137 following: land, radioactive material, pesticides, herbicides, or other hazardous materials
138 are classified as Type II Actions under the current Department of Environmental
139 Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(31)); and

140 **WHEREAS**, the SEQRA Regulations declare Type II Actions to be actions that have no
141 significant impact on the environment and require no further review under SEQRA; and

142 **WHEREAS**, the Board of Trustees, as the only involved agency, has examined all
143 information related to the capital improvement projects and has determined that the
144 Projects are classified as Type II Actions pursuant to Section 617.5(c)(1), (2), (10), and
145 (31) of the SEQRA Regulations.

146 **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees hereby declares
147 itself lead agency in connection with the requirements of the State Environmental
148 Quality Review Act; and

149 **BE IT FURTHER RESOLVED**, that the Board of Trustees hereby declares that the
150 Projects are Type II Actions, which require no further review under SEQRA; and

151 **BE IT FURTHER RESOLVED**, that the Board of Trustees hereby shall forward an official
152 copy of this Resolution to the New York State Education Department.

153 Shari Braverman moved, Ellen Vaknine seconded the motion to approve the SEQRA
154 resolution. Unanimous.

155 E. Resolution – Project Authorization
156 HEWLETT-WOODMERE PUBLIC LIBRARY AUTHORIZATION OF PROJECTS
157 JUNE 16, 2025

158 The Board of Trustees of the Hewlett-Woodmere Public Library authorizes proceeding
159 with the Boiler Replacement and Fire Alarm System Replacement & Upgrade projects -
160 and further authorizes the use of funds assigned for Capital Improvements to facilitate
161 implementation.

162 Shari Braverman moved, Michele Chaikin seconded the motion to approve the
163 Authorization of Projects. Unanimous.

164 **STATISTICS**

165 The Board acknowledged the statistical report for June 2025.

166 **EXECUTIVE SESSION**

167 Ellen Vaknine moved, Ayanna Layne seconded the motion to enter Executive Session at
168 8:54 PM for the purpose of discussing contractual matters. Unanimous.

169 **PUBLIC SESSION**

170 Shari Braverman moved, Ayanna Layne seconded the motion to exit Executive Session
171 and enter Public Session at 9:50 PM. Unanimous.

172 Shari Braverman moved, Michele Chaikin seconded the motion to engage Steven
173 Leventhal, Esq., for legal ethics guidance for a maximum of 15 professional hours.
174 Unanimous.

175 Ayanna Layne moved, Michele Chaikin seconded the motion to accept the resignation
176 of Library Board of Trustees Treasurer/Financial Officer Ellen Vaknine effective June 30,
177 2025. Unanimous.

178 Michele Chaikin moved, Ayanna Layne seconded the motion to appoint Deepali Chavre
179 as Trustee effective July 1, 2025 through the remainder of E. Vaknine's term ending
180 June 30, 2026. Unanimous.

181 **ADJOURNMENT**

182 Ayanna Layne moved, Ellen Vaknine seconded the motion to adjourn the meeting at
183 9:54 PM.

184 The next regular meeting of the Hewlett-Woodmere Board of Trustees will be Tuesday,
185 July 22, 2025.

Respectfully submitted,

Approved:

*Catherine Nashak
Secretary*

*Leslie Eisenberg
President*