

# AGENDA

## Regular Meeting of the Board of Trustees of the Hewlett-Woodmere Public Library of September 16, 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. Annual Reorganization Meeting of July 22, 2025 [MOTION]
- B. Special Meeting of August 20, 2025 [MOTION]

### IV. FINANCE

- A. Revenue Budget Status – Fund L – July - \$572,478.49
- B. Revenue Budget Status – Fund L – August - \$582,869.56
- C. Revenue Budget Status through 7/1/2025 to 7/31/2025 - \$572,478.49
- D. Revenue Budget Status through 7/1/2025 to 8/31/2025 - \$1,155,348.05
- E. Appropriation Status Current Month & Up to Date 7/31/25 – Fund L  
\$481,902.41
- F. Appropriation Status Current Month & Up to Date 8/31/25 – Fund L  
\$968,768.28
- G. Appropriation Status Current Month & Up to Date 7/31/25 – Fund H  
\$1,278.00
- H. Appropriation Status Current Month & Up to Date 8/31/25 – Fund H  
\$1,278.00
- I. Summary Warrant #1 & #3 - July – Fund L AP - \$165,714.20
- J. Summary Warrant #5 & #7 - August – Fund L AP - \$160,327.72
- K. Summary Warrant #2 & #4 - July – Fund L Payroll - \$176,830.82
- L. Summary Warrant #6 & #8 - August – Fund L Payroll - \$182,050.73
- M. Summary Warrant #1- July – Fund H AP - \$1,278.00
- N. Summary Warrant - August – Fund H AP - \$0
- [ONE MOTION TO ACCEPT ALL SUMMARY WARRANTS #1-7]**
- O. Cash Worksheet – July 31, 2025
- P. Cash Worksheet – August 31, 2025
- Q. Budget Transfers – July - Fund L - \$26,500.00 [SEPARATE MOTION]
- R. Budget Transfers – August - Fund L - \$3,593.00 [SEPARATE MOTION]
- S. Gross Payroll – July - \$221,120.14
- T. Gross Payroll – August - \$223,232.40
- [ONE MOTION TO RECEIVE ALL AGENDA ITEMS RELATED TO FINANCE FOR THE MONTHS OF JULY AND AUGUST 2025]**

### IV. PERSONNEL

- A. Schedule of Personnel Changes – July 2025
- B. Schedule of Personnel Changes – August 2025

**V. INVITED GUESTS**

- A. Will Recce, SCC Construction

**VI. DIRECTOR'S REPORT**

- A. Financial  
B. Grants  
C. Purchase (**Motions**)  
D. Outreach / Publicity  
E. Building  
F. Personnel

**ASSISTANT DIRECTOR'S REPORT**

- A. Policies  
B. Employee Assistance Program  
C. Technology  
D. Newsletter  
E. Museum Passes

**VII. DEPARTMENT HEADS' AND STAFF REPORTS**

- A. Esther Fiber – Reference & Readers' Advisory Services – July & August 2025  
B. Caroline Lynch – Youth Services – July & August 2025  
C. Alicia Rispoli – Materials Management & Automated Services – July 2025 (August N/A)  
D. Andrew Dachtera – Building & Grounds – July & August 2025

**VIII. 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

**IX. CORRESPONDENCE**

**X. MEETINGS AND CONFERENCES**

- A. Conference Request – M. Feehan – NYC Comic Con, October 9-12, 2025 at the Javits Center. Registration is \$260.00.  
B. Post-Conference Report – P. Risolo  
C. Conference Request-Ellen Getreu-Workshop for the Yiddish Book Center's "Between Two Worlds" Public Library Program Nov 2-4, 2025

**XI. GIFTS**

**XII. UNFINISHED BUSINESS**

- A. Fire Alarm Replacement
- B. Roofing
- C. Security Cameras Upgrade
- D. Elevator Repair/Upgrade

**XIII. NEW BUSINESS**

- A. Proposed Holiday Schedule: *January – June 2026* [MOTION]
- B. Nassau Herald, July 31, 2025
- C. Nassau Herald, August 21, 2025 **XIII**.

**XIV. STATISTICS**

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

**XV. EXECUTIVE SESSION – 2 items**

**XVI. ADJOURNMENT**

The next meeting of the Board of Library Trustees will be held Tuesday, October 14, 2025 at 7:00 pm in the Trustees' Room of the Hewlett-Woodmere Public Library.