

**MINUTES OF THE REORGANIZATION AND REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE HEWLETT-WOODMERE PUBLIC LIBRARY
HELD IN THE TRUSTEES' ROOM TUESDAY, JULY 22, 2025**

1 CALL TO ORDER

2 The annual reorganization meeting was called to order by Ayanna Layne, President, at 6:58 PM.
3 Present: Ayanna Layne, President; Shari Braverman, Vice-President; Michele Chaikin, Treasurer;
4 Deepali Chavre, Trustee; Stephen Dachtera, Trustee.
5 Staff present: Michelle Young, Director; Catherine Nashak, Assistant Director.
6 Also present: Andrew K. Martingale, Library Attorney.
7 Invited Guests: John Tanzi, AIA Principal, John Tanzi Architects
8 Members of the Public: Hiral Chavre, resident of Woodmere

9 ITEMS OF ORGANIZATION

- 10 A. A. Martingale administered the oath of office to Deepali Chavre.
11 B. Shari Braverman moved, Stephen Dachtera seconded the nomination of Ayanna Layne
12 for the Office of President. Unanimous.
13 Ayanna Layne moved, Michele Chaikin seconded the nomination of Shari Braverman for
14 the office of Vice-President. Unanimous.
15 Shari Braverman moved, Ayanna Layne seconded the nomination of Michele Chaikin for
16 the office of Board Treasurer. Unanimous.
17 C. Stephen Dachtera moved, Shari Braverman seconded that Catherine Nashak serve as
18 Secretary. Unanimous.
19 Shari Braverman moved, Michele Chaikin seconded to close the nominations and order
20 the Secretary to cast one ballot for the slate. Unanimous.
21 D. Michele Chaikin moved, Stephen Dachtera seconded that Brian Cleary serve as Library
22 Treasurer at the rate of \$750.00 per month, and Michael Fox serve as Claims Auditor at
23 the rate of \$125.00 per hour. Unanimous.
24 E. Shari Braverman moved, Michelle Chaikin seconded bank accounts as follows
25 (unanimous):

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

- 26 F. Shari Braverman moved, Stephen Dachtera seconded the authorization of petty cash in
27 the amount of \$1,460.00 [\$480.00 at the Circulation Desk]; authorization for board
28 members to sign payroll and other checks during August 2025; authorization for board

- 29 members to sign vendor and tax checks between meetings. Authorization for Library
30 Treasurer invest available funds as followed by law. Unanimous.
- 31 G. Michele Chaikin moved, Stephen Dachtera seconded the authorization of payment of
32 the bills and expenses, including but not limited to: credit card, payroll, payroll taxes,
33 payroll deductions, fringe benefit expenses, and utilities, between board meetings for
34 the purpose of meeting due date requirements and avoiding late payment fees.
35 Unanimous.
- 36 H. Michele Chaikin moved, Stephen Dachtera seconded to designate The Nassau Herald
37 and Newsday as vehicles for the publication of legal notices. Unanimous.
- 38 I. Shari Braverman moved, Michele Chaikin seconded to appoint Quatela Chimeri, PLLC as
39 counsel to the library board at \$260.00 per hour according to the terms of their
40 proposal. Unanimous.
- 41 J. Deepali Chavre moved, Shari Braverman seconded the motion to authorize that inter-
42 account transfers among the General Fund accounts of the Hewlett-Woodmere Public
43 Library be made at the request of the Library Director [Michelle Young] and/or the
44 Principal Account Clerk [Tova Pesahovitz], subject to review by the Library Treasurer.
45 Unanimous.
- 46 K. Shari Braverman moved, Stephen Dachtera seconded the motion to authorize inter-fund
47 transfers among the General Fund, Endowment Fund and Enhancement Fund of the
48 Hewlett-Woodmere Public Library be made after approval by the library board and at the
49 request of the Library Director [Michelle Young] and/or the Principal Account Clerk [Tova
50 Pesahovitz], subject to review by the Library Treasurer.
- 51 L. Michele Chaikin moved, Stephen Dachtera seconded to authorize the Director to make
52 line-item transfers in Library's Operating and Capital budgets between board meetings
53 to enable the issuance of purchase orders. Unanimous.
- 54 M. Michele Chaikin moved, Stephen Dachtera seconded to affirm the existing Purchasing
55 Policy 103. Unanimous.
- 56 N. Michele Chaikin moved, Shari Braverman seconded to affirm the existing Investment
57 Policy 107 as amended. Unanimous.
- 58 O. Shari Braverman moved, Michele Chaikin seconded to affirm the existing Financial Goals
59 Policy 109 as amended. Unanimous.
- 60 P. Michele Chaikin moved, Shari Braverman seconded to affirm the existing Prepayment for
61 Library Purchases Policy 104. Unanimous.
- 62 Q. Shari Braverman moved, Michele Chaikin seconded to approve the existing Code of
63 Ethics and Conflict of Interest Policy 009. Unanimous.
- 64 R. Shari Braverman moved, Michele Chaikin seconded to affirm the existing Fund Balance
65 Classification Policy 110. Unanimous.

66 **CLOSING REORGANIZATION MEETING**

- 67 Shari Braverman moved, Deepali Chavre seconded the motion to close the Reorganization
68 Meeting and begin the regular meeting at 7:20 PM. Unanimous.

69 **MINUTES**

70 Shari Braverman moved, Michele Chaikin seconded the motion to approve the minutes of the
71 regular meeting of June 16, 2025. Unanimous.

72 Shari Braverman moved, Michele Chaikin seconded the motion to approve the minutes of the
73 special meeting of June 30, 2025. Unanimous.

74 **FINANCE**

75 A. Revenue Budget Status – Fund L - \$ 570,246.81

76 B. Revenue Budget Status through 7/1/2024 to 6/30/2025 - \$ 6,929,683.45

77 C. Appropriation Status Current Month & Up to Date 6/30/2025 – Fund L - \$ 6,920,281.96

78 D. Appropriation Status Current Month & Up to Date 6/30/2025 – Fund H - \$ 38,837.44

79 E. Summary Warrant #47, 48, 50 – Fund L AP - \$ 159,905.79

80 F. Summary Warrant #46, 49 – Fund L Payroll - \$ 184,945.11

81 G. Cash Worksheet – June 30, 2025

82 H. Budget Transfers – Fund L - \$ 989,670.00

83 I. Gross Payroll - \$ 224,097.09

84 Michele Chaikin moved, Shari Braverman seconded the motion to approve the Summary
85 Warrants. Unanimous.

86 Michele Chaikin, Deepali Chavre seconded the motion to approve the budget transfers.
87 Unanimous.

88 Shari Braverman moved, Michele Chaikin seconded the motion to receive all finances relating to
89 June 2025. Unanimous.

90 **PERSONNEL**

91 The Board acknowledged the personnel changes for June 2025.

92 **INVITED GUESTS**

93 John Tanzi gave updates on the capital projects including the fire panel replacement and the
94 parking lot reconfiguration.

95 **DIRECTOR'S REPORT**

96 The Director reported on the fiscal year end funds status.

97 The Director contacted ConnectOne Bank and confirmed the 105% collateralization.

98 Librarian E. Getreu has applied for the Yiddish Book Center's grant, Between Both Worlds. This
99 grant was last awarded to the library in 2023.

100 The Director requested the hiring of the following positions:

101 • Clerk-Typist (part-time substitute) at an hourly range of \$17.82 - \$20.88.

102 • Cleaner (full-time) at a salary of \$42,240 annually.

103 • Senior Library Clerk (full-time) at an annual salary range of \$38,204 - \$40,932.

104 • Personnel Clerk (full-time confidential) at an annual salary range of \$42,000-\$55,000.

105 Stephen Dachtera moved, Shari Braverman seconded the motion to approve the hiring of the
106 above positions at the requested salary ranges. Unanimous.

107 The Director reported on the status of the fire alarm panel replacement, air handler unit #8, and
108 air handler unit #1.

109 It is J. Tanzi’s opinion that the fire panel is now in emergency replacement status.
110 Discussion ensued on the security survey findings.
111 The Director presented possible management training options. Discussion ensued.
112 The Director has begun the Library Construction Aid Grant process for 2026-2031.

113 **RESOLUTION: EMERGENCY PROCUREMENT RESOLUTION FOR THE “FIRE ALARM SYSTEM**
114 **REPLACEMENT & ASSOCIATED WORK” PROJECT**

115 **WHEREAS**, the Hewlett-Woodmere Public Library ("Library") maintains a fire alarm system
116 essential to the safety of its patrons, staff, and building infrastructure; and

117 **WHEREAS**, in mid-2024, the Library administration began evaluating deficiencies in the existing
118 fire alarm panel and associated fire alarm system, which had become outdated, no longer
119 compliant with modern safety standards, and experiencing frequent malfunctions; and

120 **WHEREAS**, in or around September 2024, the Library solicited and received a proposal from
121 architect John Tanzi of John Tanzi Architects, for professional services related to, amongst other
122 things, the evaluation, design, and regulatory coordination necessary for replacing and upgrading
123 the fire alarm system; and

124 **WHEREAS**, the Board subsequently authorized the engagement of Mr. Tanzi who conducted an
125 on-site evaluation and who performed architectural services for the replacement and upgrading
126 of the fire alarm panel and system (the "Fire Alarm System Replacement & Associated Work
127 Project").

128 **WHEREAS**, the Library has made application to the State Education Department concerning the
129 Fire Alarm System Replacement & Associated Work Project; however, Mr. Tanzi confirmed that
130 the existing system presents a significant risk to life safety and warrants immediate replacement;
131 and

132 **WHEREAS**, based on this assessment and further consultation with professionals in the field,
133 including a July 10, 2025 proposal from "W&M Fire Protections" and subsequent opinion of John
134 Tanzi, the Library Director has advised that immediate action is warranted to ensure safety and
135 compliance and avoid disruption of Library operations; and

136 **WHEREAS**, the Board recognizes that the standard competitive bidding process under General
137 Municipal Law § 103 is not practical under these emergency circumstances and that further delay
138 may jeopardize the health and safety of Library occupants;

139 **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Hewlett- Woodmere
140 Public Library hereby declares that the existing fire alarm system constitutes a public emergency
141 within the meaning of General Municipal Law § 103(4), necessitating immediate procurement
142 action without competitive bidding; and

143 **BE IT FURTHER RESOLVED**, that the Board authorizes the Library Director, in consultation with the
144 Library's counsel, architects and engineers, to proceed with the procurement of the Fire Alarm
145 System Replacement & Associated Work Project, subject to the following conditions:

- 146 1) The Library shall solicit and attempt to obtain no less than three written bids from
147 qualified contractors or vendors for the Fire Alarm System Replacement & Associated
148 Work Project;
- 149 2) Selection shall be based on price, responsiveness, and qualifications to perform the work
150 on an expedited schedule;
- 151 3) All selected contractors must provide proof of appropriate licensing, insurance, and
152 compliance with applicable codes, consistent with the specifications and general
153 conditions contained in a Project Manual to be drafted and approved by the Library
154 architect, attorney and insurance consultant;
- 155 4) The Library Director shall report to the Board at the next regular meeting with a summary
156 of bids received; and

157 **BE IT FURTHER RESOLVED**, that the Library shall continue to coordinate with the New York State
158 Education Department's Office of Facilities Planning under Project No. 280214036013011, and
159 ensure compliance with all filing, review, and approval requirements.

160
161 **DISPOSITION OF THE BOARD**

162 MOVED: Stephen Dachtera

163 SECONDED: Shari Braverman

164 THOSE IN FAVOR: 5 THOSE OPPOSED: 0 THOSE ABSTAINING: 0

165 Resolution passes.

166 **ASSISTANT DIRECTOR'S REPORT**

167 Board meeting minutes and agendas can now be found directly on our website. Discussion
168 ensued.

169 The Assistant Director researched quotes for other options for printing and mailing. For a
170 quantity of 7500 newsletters four times per year, ZacMel is \$17,632.00; RJ Graphics is
171 \$22,600.00; and JLS Printing is \$17,404.00. For an additional \$1,600.00, JLS can expand our
172 newsletter from 12 pages to 14 pages for a total of \$19,004.00.

173 Shari Braverman moved, Ayanna Layne seconded the motion to go ahead with JLS Printing for
174 \$19,004.00 for the expanded quarterly newsletter printing and mailing. Unanimous.

175 The Assistant Director requested to attend the New York Library Association's Annual
176 Conference in Saratoga Springs November 5-8, 2025 for the registration fee of \$300.00.

177 Stephen Dachtera moved, Shari Braverman seconded the motion for the Assistant Director to
178 attend the conference for the registration fee of \$300.00. Unanimous.

179 **DEPARTMENT HEADS' AND STAFF REPORTS**

180 The Board acknowledged department reports for June 2025.

181 The Board requested that proposals for Building & Grounds be sent to counsel for review.

182 **RECOGNITION OF GUESTS**

183 The Board acknowledged one member of the public.

184 **CORRESPONDENCE**

185 The Board acknowledged the resignation of Trustee Ellen Vaknine.

186 **MEETINGS AND CONFERENCES**

187 A. S. Dalrymple requested to attend NYC Comic Con on October 9, 2025. There is no fee for
188 attendance.

189 Shari Braverman moved, Michele Chaikin seconded the motion for S. Dalrymple to
190 attend NYC Comic Con on October 9, 2025. Unanimous.

191 B. L. Adler requested to attend Lit Fest at the Nassau Library System on Friday, September
192 12 for a registration fee of \$95.00.

193 Shari Braverman moved, Michele Chaikin seconded the motion for L. Adler to attend Lit
194 Fest on September 12, 2025. Unanimous.

195 C. This was discussed in the Assistant Director's report

196 D. The Board acknowledged L. Adler's post conference report.

197 **GIFTS**

198 Michele Chaikin moved, Deepali Chavre seconded the motion to accept a donation from the
199 Greenberg-May Foundation in the amount of \$1,000.00. Unanimous.

200 **OLD BUSINESS**

201 A. The Proposed October – December Board Meeting schedule was tabled until September.

202 B. Fire Alarm Replacement – this was discussed in the Director's Report.

203 C. Roofing – no report.

204 D. Security Camera Upgrade – no report.

205 E. Elevator Repair/Upgrade – no report.

206 F. Friends of the Library – no report.

207 **NEW BUSINESS**

208 The Board acknowledged the Nassau Herald articles.

209 Shari Braverman moved, Stephen Dachtera seconded the motion to approve the Proposed

210 2025/2026 Delayed Openings as amended. Unanimous.

211 **STATISTICS**

212 The Board acknowledged the reports for June 2025.

213 **EXECUTIVE SESSION**

214 Michele Chaikin moved, Deepali Chavre seconded the motion to enter Executive Session at 9:29
215 PM to discuss contract negotiations. Unanimous.

216 **PUBLIC SESSION**

217 Michele Chaikin moved, Stephen Dachtera seconded the motion to exit Executive Session and
218 enter Public Session at 10:07 PM. Unanimous.

219 **ADJOURNMENT**

220 Stephen Dachtera moved, Michele Chaikin seconded the motion to adjourn the meeting at
221 10:08 PM. Unanimous.

222 The next regular meeting of the Hewlett-Woodmere Board of Trustees will be on Tuesday,
223 September 16, 2025 at 7:00 PM in the Trustees' Room.

Respectfully submitted,

Approved:

*Catherine Nashak
Assistant Director*

*Ayanna Layne
President*