

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF TRUSTEES OF THE HEWLETT-WOODMERE PUBLIC LIBRARY  
HELD IN THE TRUSTEES' ROOM WEDNESDAY, AUGUST 20, 2025**

1 **CALL TO ORDER**

2 The meeting was called to order by Ayanna Layne, President, at 6:00 PM  
3 Present: Ayanna Layne, President; Shari Braverman, Vice-President, Michele Chaikin,  
4 Financial Officer/Treasurer, Deepali Chavre, Trustee; Stephen Dachtera, Trustee.  
5 Staff Present: Michelle Young, Director; Catherine Nashak, Assistant Director; Andrew  
6 Dachtera, Head of Building & Grounds.

7 **PUBLIC SESSION**

- 8 A. Shari Braverman moved, Michele Chaikin seconded the motion to approve the  
9 Proposed Delayed Openings 2025/2026 as amended. Unanimous.  
10 B. Michele Chaikin moved, Shari Braverman seconded the motion to approve the  
11 Proposed Board Meeting Schedule October – November 2025 as amended.  
12 Unanimous.  
13 C. Michele Chaikin moved, Deepali Chavre seconded the motion to approve the  
14 revision of Policy 307 Use of Library Facilities and Application. Unanimous.  
15 Discussion of setting rental fees ensued.  
16 D. Shari Braverman moved, Michele Chaikin seconded the motion to approve the  
17 revision of Policy 009 Code of Ethics and Conflict of Interest. Unanimous.  
18 E. Resolution for Appointment of Contractor for Previously Declared Emergency  
19 Procurement for the “Fire Alarm System Replacement & Associated Work”  
20 Project:

21 **WHEREAS**, by resolution dated July 22, 2025, the Hewlett-Woodmere Public  
22 Library (“Library”) previously declared that the condition of its existing fire alarm  
23 system constituted a public emergency within the meaning of General Municipal  
24 Law §103(4), and by authorized the immediate procurement of replacement work;  
25 and

26 **WHEREAS**, pursuant to that authorization, the Library’s architect, John Tanzi  
27 Associates (“JTA”), prepared a Project Manual including plans, specifications, and  
28 bidding requirements for the “Fire Alarm System Replacement & Associated Work”  
29 project (the “Project”); and

30 **WHEREAS**, in accordance with the Board’s directive, the Library solicited written  
31 bids from qualified contractors pursuant to the Project Manual; and

32 **WHEREAS**, four bids were duly received, opened, and reviewed for  
33 responsiveness, qualifications, and compliance with the Project Manual, with the  
34 results reported to the Board; and

35           **WHEREAS**, upon review of the submissions, it was determined and recommended  
36 by JTA that the bid of CDJ Electric Inc. in the amount of \$ 244,620.00 constitutes  
37 the lowest responsible bid meeting the requirements of the Project Manual;

38           **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Hewlett-  
39 Woodmere Public Library hereby awards the contract for the Fire Alarm System  
40 Replacement & Associated Work Project to CDJ Electric Inc. in the amount of  
41 \$244,620.00, subject to the contractor providing proof of all required insurance,  
42 bonds, and licenses, and subject to approval of the contract by Library counsel  
43 and architect; and

44           **BE IT FURTHER RESOLVED**, that the Library Director, in consultation with Library  
45 counsel and architect, is authorized to execute all necessary agreements and  
46 documents to carry out this award and to oversee the Project to completion.

47           DISPOSITION OF THE BOARD  
48           MOVED: Shari Braverman  
49           SECONDED: Michele Chaikin  
50           THOSE IN FAVOR: 5   THOSE OPPOSED: 0    THOSE ABSTAINING: 0  
51           RESOLUTION PASSES.

52           F. There are no updates regarding AHU #8.  
53 Andrew Dachtera left the meeting at 6:50 PM.

54           **EXECUTIVE SESSION**  
55 Michele Chaikin moved, Stephen Dachtera seconded the motion to enter Executive  
56 Session at 6:50 PM to discuss contractual matters. Unanimous.

57           **PUBLIC SESSION**  
58 Shari Braverman moved, Michele Chaikin seconded the motion to exit Executive  
59 Session and enter Public Session at 7:35 PM. Unanimous.

60           Shari Braverman moved, Deepali Chavre seconded the motion to approve the proposed  
61 employment agreement for Personnel Clerk Tina Gandolfo as amended. Unanimous.

62           **ADJOURNMENT**  
63 Stephen Dachtera moved, Michele Chaikin seconded the motion to adjourn the Special  
64 Meeting at 7:40 PM. Unanimous.

*Respectfully submitted,*

*Approved:*

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*Catherine Nashak,  
Assistant Director*

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*Ayanna Layne,  
President*