

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

**1 CALL TO ORDER**

2 The regular meeting was called to order by Ayanna Layne, President, at 7:00 PM.  
3 Present: Ayanna Layne, President; Michele Chaikin, Financial Officer/Treasurer;  
4 Deepali Chavre, Trustee; Stephen Dachtera, Trustee.  
5 Absent with prior notice: Shari Braverman, Vice President.  
6 Staff Present: Michelle Young, Director; Catherine Nashak, Assistant Director; Tina  
7 Gandolfo, Personnel Clerk; Andrew Dachtera, Head of Building & Grounds.  
8 Invited Guest: Will Recce, SCC Construction.

**9 AGENDA**

10 Michele Chaikin moved, Stephen Dachtera seconded the motion to adopt the agenda.  
11 Unanimous.

**12 MINUTES**

13 Michele Chaikin moved, Stephen Dachtera seconded the motion to approve the minutes  
14 of the Annual Reorganization and Regular Meeting of July 22, 2025. Unanimous.  
15 Michele Chaikin moved, Deepali Chavre seconded the motion to approve the minutes of  
16 the Special Meeting of August 20, 2025. Unanimous.

**17 FINANCE**

- 18 A. Revenue Budget Status – Fund L – August - \$582,869.56
- 19 B. Revenue Budget Status through 7/1/2025 to 7/31/2025 - \$572,478.49
- 20 C. Revenue Budget Status through 7/1/2025 to 8/31/2025 - \$1,155,348.05
- 21 D. Appropriation Status Current Month & Up to Date 7/31/25 – Fund L - \$481,902.41
- 22 E. Appropriation Status Current Month & Up to Date 8/31/25 – Fund L - \$968,768.28
- 23 F. Appropriation Status Current Month & Up to Date 7/31/25 – Fund H - \$1,278.00
- 24 G. Appropriation Status Current Month & Up to Date 8/31/25 – Fund H - \$1,278.00
- 25 H. Summary Warrant #1 & #3 - July – Fund L AP - \$165,714.20
- 26 I. Summary Warrant #5 & #7 - August – Fund L AP - \$160,327.72
- 27 J. Summary Warrant #2 & #4 - July – Fund L Payroll - \$176,830.82
- 28 K. Summary Warrant #6 & #8 - August – Fund L Payroll - \$182,050.73
- 29 L. Summary Warrant #1- July – Fund H AP - \$1,278.00
- 30 M. Summary Warrant - August – Fund H AP - \$0
- 31 N. Cash Worksheet – July 31, 2025
- 32 O. Cash Worksheet – August 31, 2025
- 33 P. Budget Transfers – July - Fund L - \$26,500.00
- 34 Q. Budget Transfers – August - Fund L - \$3,593.00
- 35 R. Gross Payroll – July - \$221,120.14
- 36 S. Gross Payroll – August - \$223,232.40

37 Stephen Dachtera moved, Michele Chaikin seconded the motion to approve the  
38 summary warrants. Unanimous.

39 **FINANCE (Cont'd)**

40 Stephen Dachtera moved, Michele Chaikin seconded the motion to receive all items  
41 relating to finance for July and August 2025. Unanimous.

42 Michele Chaikin moved, Stephen Dachtera seconded the motion to approve the July  
43 2025 budget transfers. Unanimous.

44 Stephen Dachtera moved, Michele Chaikin seconded the motion to approve the August  
45 2025 budget transfers. Unanimous.

46 **PERSONNEL**

47 The Board acknowledged the personnel changes for July and August 2025.

48 **DIRECTOR'S REPORT**

49 The Director reported the interest rate trend of First National Bank of Long Island and  
50 ConnectOne Bank and issues regarding positive pay that have been resolved.

51 The Director informed the Board that the Public Library Construction Grant has been  
52 successfully submitted.

53 The Director reported that the library has received the Yiddish Book Center's Public  
54 Libraries' "Between Two Worlds" literary grant. Librarian E. Getreu wrote the grant and  
55 will attend the center's workshops. Programming based on the grant will take place in  
56 2026.

57 The Director presented proposals for a drive-up book drop: American Security Cabinets  
58 for \$7,211.75 and Demco for \$10,658.22. The Director recommended the American  
59 Security model.

60 Stephen Dachtera moved, Deepali Chavre seconded the motion to approve the  
61 purchase of the American Security model for a cost not to exceed \$8,000.00.  
62 Unanimous.

63 The Director presented proposals for a new self-checkout system: Bibliotheca's current  
64 system equipment for \$15,307.04 maintenance per year; new equipment from  
65 Bibliotheca for \$26,160.00 plus \$43,829.55 maintenance over five years for a total of  
66 \$69,989.55; Envisionware new equipment for \$31,358.00 plus \$13,928.00 maintenance  
67 over five years for a total of \$44,950.80. The Director recommended Envisionware.

68 Stephen Dachtera moved, Michele Chaikin seconded the motion to approve the  
69 purchase of new equipment from Envisionware for a total not to exceed \$32,000.00.  
70 Unanimous.

71 The replacement hot water coil for AHU-1 from Inshallah Mechanical Corp. is expected  
72 by the end of September.

73 Will Recce of SCC Construction updated the Board on various current and upcoming  
74 projects.

75 The Director requested the hiring of a part-time Typist-Clerk Substitute at an hourly rate  
76 of \$18.72.

77 Michele Chaikin moved, Stephen Dachtera seconded the motion to approve the hiring  
78 of a part-time Typist-Clerk Substitute. Unanimous.

79 The Director requested the hiring of a Typist-Clerk for up to 17 hours per week at an  
80 hourly rate of \$17.82-\$20.88.

81 Michele Chaikin moved, Stephen Dachtera seconded the motion to approve a part-time  
82 Typist-Clerk. Unanimous.

83 **ASSISTANT DIRECTOR'S REPORT**

84 The Assistant Director provided copies of the following policies to be reviewed by the  
85 Board: 013 – Code of Conduct; 011 – Unattended Child; 305 – Computers for Public  
86 Use; 306 – Personal Computers for Public Use; and 308 – Use of Photographic, Video  
87 and Sound Recording.

88 The discussion was tabled for a work session to be scheduled.

89 The Assistant Director presented the comprehensive Employee Assistance Program  
90 plan offered by Care Plus Solutions to be put in place in the coming months.

91 Overleaf and Overleaf Jr. have both been redesigned, printed, and distributed. Copies  
92 were given to Board members.

93 The Assistant Director reported that the circulation of the new digital LI Children's  
94 Museum pass has increased 150% over the former physical pass.

95

96 **DEPARTMENT HEADS' AND STAFF REPORTS**

97 The Board acknowledged the Department Head reports for July and August 2025.

98 A. Dachtera provided building repair updates and the completed project list. He  
99 presented five-year proposals for elevator maintenance contracts. Our current  
100 company, Island Elevator, starts and \$850.00/month and increases each year. TK  
101 Elevator is \$384.00/month paid in full or an additional 7% if paid monthly. Kone  
102 Elevator is \$665.00/month with yearly increases. TK Elevator was recommended.  
103 Stephen Dachtera moved, Michele Chaikin seconded the motion to engage TK Elevator  
104 if a two-year contract is available, not to exceed \$5,000.00 per year. Unanimous.

105

106 **RECOGNITION OF GUESTS**

107 No members of the public were present.

108

109 **CORRESPONDENCE**

110 No correspondence was received for this period.

111

112 **MEETINGS AND CONFERENCES**

113 M. Feehan requested to attend NYC Comic Con at the Javits Center, October 9-12,  
114 2025 at a registration fee of \$260.00.

115 Stephen Dachtera moved, Michele Chaikin seconded the motion to approve M.  
116 Feehan's attendance at NYC Comic Con October 9-12, 2025. Unanimous.

117 E. Getreu requested to attend the Yiddish Book Center's "Between Two Worlds" Public  
118 Library Program in Amherst, MA, November 2-4, 2025. There is no fee for attending.

119 Michele Chaikin moved, Stephen Dachtera seconded the motion to approve E. Getreu's  
120 attendance at the Yiddish Book Center's "Between Two Worlds" Public Library Program  
121 in Amherst, MA, November 2-4, 2025. Unanimous.

122

123 **UNFINISHED BUSINESS**

124 No report; the fire alarm replacement was discussed in the Director's Report.

125

126 **NEW BUSINESS**

127 Proposed Holiday Schedule January – June 2026.

128 Stephen Dachtera moved, Michele Chaikin seconded the motion to approve the  
129 proposed holiday schedule as amended through May 10, 2026. Unanimous.

130 The Board acknowledged the articles from the Nassau Herald.

131 **STATISTICS**

132 The Board acknowledged the statistical reports for July and August 2025.

133

134 **EXECUTIVE SESSION**

135 Stephen Dachtera moved, Michele Chaikin seconded the motion to enter Executive  
136 Session at 9:07 PM to discuss a particular patron issue. Unanimous.

137

138 **PUBLIC SESSION**

139 Stephen Dachtera moved, Deepali Chavre seconded the motion to exit Executive  
140 Session and enter Public Session at 9:25 PM. Unanimous.

141

142 **ADJOURNMENT**

143 Stephen Dachtera moved, Michele Chaikin seconded the motion to adjourn the meeting  
144 at 9:26 PM. Unanimous.

145 The next regular meeting of the Hewlett-Woodmere Board of Trustees will be Tuesday,  
146 October 14, 2025.

*Respectfully submitted,*

*Approved:*

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*Catherine Nashak  
Secretary*

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*Ayanna Layne  
President*