

HALF HOLLOW HILLS COMMUNITY LIBRARY

MONTHLY MEETING AGENDA

Monday, September 28, 2023

6:30 PM

- I. Call to order.
- II. The Pledge of Allegiance.
- III. Executive Session if motion approved by majority of Trustees present for discussion of items relevant to Executive Session.
- IV. Reading, amendment, if necessary, and approval of the minutes of the Regular Board Meeting on August 23, 2023.
- V. Correspondence & comments from visitors.
- VI. Ratification of Abstract No.1201 - \$
Approval of Abstract No. 1202 - \$
Approval of Abstract No. 1203- \$
Approval of Abstract No. 1204- \$
Ratification of Payroll Warrant - No.1536 dated 8/24/23 \$
Ratification of Payroll Warrant - No.1537 dated 9/07/23 \$
- VII. Financial Report
- VIII. Old Business
- IX. New Business
 1. Uncommitted Funds – Recommendation to Uncommit the balances related to the Capital Fund as listed in Note 10 of the audited financial statements as of the fiscal year ending June 30, 2024.
 2. Piano Storage – Recommendation for total project cost not to exceed \$7,779.00 as follows:
 - a. Recommendation to hire P&M Doors to install a double doorway with swing clear hinges to replace the existing door at Dix Hills at a cost not to exceed \$4,969.00.

- b. Recommendation to hire County Wide Flooring to install wood floors to match the existing stage floor (using attic stock) at Dix Hills at a cost not to exceed \$2,010.50.
- c. Recommendation to hire Herrick Electric to relocate the electric outlet, wall switch, fire speaker strobe, and emergency light fixture at Dix Hills at a cost not to exceed \$800.00.

3. Security Guard Pay Schedule – Recommendation to clarify and amend the Security Guard Pay Schedule.

X. Building Project

XI. Operations

- 1. Contingent Library Director Report
- 2. Department Monthly Reports
- 3. Department Monthly Statistics
- 3. Staffing Update – Discussion

XII. Personnel Report

XIII. Adjournment