

HALF HOLLOW HILLS COMMUNITY LIBRARY

MONTHLY MEETING AGENDA

Monday, August 19, 2024

6:30 PM

- I. Call to order.
- II. The Pledge of Allegiance.
- III. Adoption of the Agenda
- IV. Executive Session if motion approved by majority of Trustees present for discussion of items relevant to Executive Session.
- V. Reading, amendment, if necessary, and approval of the minutes of the Annual Reorganization Meeting on July 22, 2024.
- VI. Reading, amendment, if necessary, and approval of the minutes of the Regular Board Meeting on July 22, 2024.
- VII. Correspondence & comments from visitors.
- VIII. Ratification of Abstract No.1249 - \$12,201.19
Approval of Abstract No. 1250 - \$66,244.27
Approval of Abstract No. 1251- \$40,143.27
Approval of Abstract No. 1252- \$136,786.25
Ratification of Payroll Warrant - No.1560 dated 7/25/24 \$155,690.10
Ratification of Payroll Warrant - No.1561 dated 8/08/24 \$140,198.87
- IX. Financial Report
 1. CD Investments – Recommendation to approve Resolution to Invest Additional Funds in CDs.
 2. First National Bank of LI – Recommendation to approve Resolution of Municipality or School District for purposes of updating authorized signers.
 3. M&T Bank – Signature Cards Update
- X. Old Business
 1. Solar Panels – Discussion

XI. New Business

1. Architect for Solar Panels Arrays – Recommendation to approve Resolution to hire Campbell Cassetta Architects , PC, for architectural and engineering services for roof mounted solar panel arrays at a cost not to exceed \$19,500.00.
2. Phone System – Recommendation to upgrade our NEC on-premise phone system to a NEC Univerge Blue Connect cloud phone system through our phone provider DMGT, at a cost not to exceed \$6,000.00.
3. Newsletter – Recommendation to award the three (3) year contract for the printing and mailing of the library newsletter to R & J Graphics, 45 Central Avenue, Farmingdale, NY, the lowest bidder, beginning the November/December 2024 newsletter and to authorize the Contingent Library Director to enter into the contract.

XII. Operations

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

XIII. Personnel Report

1. Revised June
2. Revised July
3. August

XIV. Adjournment