

HALF HOLLOW HILLS COMMUNITY LIBRARY

MONTHLY MEETING AGENDA

Monday, June 23, 2025

6:30 PM

- I. Call to order.
- II. The Pledge of Allegiance.
- III. Adoption of the Agenda
- IV. Reading, amendment, if necessary, and approval of the minutes of the Regular Board Meeting on May 19, 2025.
- V. Correspondence & comments from visitors.
- VI. Ratification of Abstract No.1294 - \$
Approval of Abstract No. 1295 - \$
Approval of Abstract No. 1296- \$
Approval of Abstract No. 1297- \$
Ratification of Payroll Warrant - No.1581 dated \$
Ratification of Payroll Warrant - No.1582 dated \$
Ratification of Payroll Warrant - No.1583 dated \$
- VII. Financial Report
- VIII. Old Business
- IX. New Business
 1. Recommendation to hire the lowest responsible bidder, NM Square Inc., dba Corporate Cleaning Group, 80 West Sunrise Highway #1219, Valley Stream, NY 11581, to provide a three (3) year cleaning service contract for the Dix Hills and Melville library locations from July 1, 2025 – June 30,2028, at a cost not to exceed \$415,308.00.
 2. Recommendation to approve a one (1) year HVAC System Service Agreement with Hi Tech Air Conditioning Service, Inc., 60 Otis Street, West Babylon, NY, for the Dix Hills location at a cost not to exceed \$6,118.00.
 3. Recommendation to approve a coordinated order for Data Axle Database at a cost not to exceed \$7,000.00

4. Recommendation to renew EBSCO Coordinated Order Package and Consumer Reports at a cost not to exceed \$9,571.00.
5. Recommendation to update the Library Bi-Laws
6. Recommendation to update the Procurement Policy
7. Recommendation to update Circulation Grid
8. Recommendation to authorize the attendance of the Assistant Library Director and three (3) Librarians and/or Trustees at the New York Library Association Annual Conference in Saratoga Springs, NY, from Wednesday, November 5, 2025, to Saturday, November 8, 2025, at a cost not to exceed \$2,500.00 per person.

X. Operations

1. Library Director Report
2. Department Monthly Reports
3. Department Monthly Statistics

XI. Personnel Report

1. May - Revised
2. June

XII. Executive Session if motion approved by majority of Trustees present for discussion of items relevant to Executive Session.

XIII. Adjournment