

HALF HOLLOW HILLS COMMUNITY LIBRARY

MONTHLY MEETING AGENDA

Monday, July 24, 2023

6:30 PM

- I. Call to order.
- II. Executive Session if motion approved by majority of Trustees present for discussion of items relevant to Executive Session.
- III. Reading, amendment, if necessary, and approval of the minutes of the Regular Board Meeting on June 21, 2023.
- IV. Correspondence & comments from visitors.
- V. Ratification of Abstract No.1190 - \$11,943.28
Approval of Abstract No. 1191 - \$97,141.14
Approval of Abstract No. 1192- \$43,851.64
Approval of Abstract No. 1193- \$116,922.11
Approval of Abstract No. 1194 - \$27,901.50
Ratification of Payroll Warrant - No.1532 dated 6/29/23 \$164,400.12
Ratification of Payroll Warrant - No.1533 dated 7/13/23 \$138,509.07
- VI. Financial Report
- VII. Old Business
 1. Security Management System Service Agreement – Recommendation to renew 2nd year security service agreement with Security Management Systems (SMS) beginning August 1, 2023, at a cost not to exceed \$13,923.00.
- VIII. New Business
 1. Envisionware –
 - a. Recommendation to renew a one (1) year Kiosk Self-Service Software Maintenance Agreement with Envisionware at a cost not to exceed \$2,197.00.
 - b. Recommendation to renew a one (1) year Kiosk Hardware Maintenance and LPT-One Software Agreement with Envisionware at a cost not to exceed \$1,435.00.

- c. Recommendation to renew a one (1) year LPT-One Mobile Printing Software Agreement with Envisionware at a cost not to exceed \$1,450.00.
2. Floor Scrubber Vacuum – Recommendation to purchase a 20” Viper floor scrubber at a cost not to exceed \$4,350.00.
3. Conflict of Interest Reminder
 - a. If any situation arises in the future that I believe may involve a conflict of interest, I will promptly and fully disclose in writing the circumstances thereof to the Library Director or the Secretary of the Board of Trustees, as applicable.
3. NYLA Annual Conference – Recommendation to authorize attendance of up to five (5) Library Trustees and three (3) staff members at the New York Library Association Conference in Saratoga Springs, New York, November 1-4, 2023, at an amount not to exceed \$2,500.00 per attendee.

IX. Building Project

X. Operations

1. Department Monthly Reports
2. Department Monthly Statistics
3. Staffing Update – Discussion

XI. Personnel Reports

1. Revised May
2. Revised June
3. July

XII. Adjournment