PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
OCTOBER 21, 2026

Participants:	Bill Keller, Presiding	Adrienne Saur, Trustee
	Nancy Comer, Trustee	Michael Krevor, Trustee
	Matthew Straus, Trustee	Julie Lim, Trustee
	Keith Klang, Director	James Hutter, Assistant Director
	Richard Hausdorff (Staff Association),	Allison Stanley

OPENING

Mr. Keller commenced the public portion of the meeting at 7:30 pm and noted the Board met at 6:30 pm and elected to go into Executive Session to discuss personnel matters.

APPROVAL OF MINUTES

Mr. Keller requested a motion to approve September 16, 2026, Board of Trustees minutes of meeting. Ms. Comer moved to approve. Mr. Krevor seconded. All agreed.

APPROVAL OF WARRANT

Mr. Keller requested a motion to approve September 2026 warrant 26-9-3A and 26-9-3B with two payrolls dated 9/10/2026 and 9/24/2026. Ms. Saur moved to approve. Ms. Comer seconded. All agreed.

APPROVAL OF STAFF CHANGES

Mr. Keller requested a motion to approve the September staff changes with two appointments, two departures, and one salary adjustment. Mr. Straus moved to approve. Ms. Saur seconded. All agreed.

FINANCIAL REPORT

Mr. Keller asked if there were any questions on the September Financial Reports. All questions were answered.

YEAR-END MEMO

Mr. Keller noted the Year End Memo prepared by Cullen & Danowski, LLP, the Library's accountants. Mr. Keller read the recommendations to reduce the Unassigned Fund to the desired rate of 10% by assigning $67,600 to fund future retirements. Mr. Krevor moved to approve. Mr. Straus seconded. All agreed.

ILS BUDGET RESOLUTION

Mr. Klang requested approval of the ILS and Associated Services Budget for 2027. The 2026 amount was $75,386.31 and 2027 proposed amount is $76,184.32. Ms. Comer made a motion to approve. Ms. Saur seconded. All agreed.

EARLY VOTING

Mr. Klang reported that Early Voting will begin October 24, and run through November 1st. The Library will host voting on Election Day, November 3, for designated voters only. The Library had discussions with the Board of Elections and Village of Baxter Estates to develop a plan that includes security, flow of voter traffic, and parking. The Library's Counsel will also be available to handle any questions that may arise.

REWILD GARDEN PROJECT

Mr. Klang stated that a native plant garden, in collaboration with ReWild Long Island has been planted on the lawn behind the Library. A wire fence has been installed to preserve the plantings. Ms. Comer requested that outdoor signage be installed for the community. Mr. Klang stated he will look into posted signage.

NLS ANNUAL MEETING

Mr. Keller reminded the Board that the annual NLS meeting would be in person on December 2, 2026, at the Nassau Library System.

LEGISLATIVE BREAKFAST

Mr. Keller reported on this year's Legislative Breakfast, held on September 18 at the Nassau Library System and shared the discussed priorities.

TRUSTEE TRAINING

Mr. Keller discussed Trustee Training opportunities with the Board stating that the deadline for the required two hours of continuing education is December 31, 2026.

FALL PROGRAMS

Mr. Hutter discussed Fall 2026 events which include several events associated with Italian American Heritage Month, Author Scott Reich on November 4, 2026, Author Elyse Graham on November 15, 2026, and a Repair Café on December 12, 2026.

COUNCIL MINUTES

Mr. Keller noted the Art Advisory Council minutes from September 9, 2026, Music Advisory Council minutes from September 14, 2026, and Nautical Advisory Council minutes from May 5, 2026.

FOL MINUTES

Mr. Keller noted the Friends of the Library minutes dated September 9, 2026.

PATRON COMMENTS

Mr. Keller noted the Patron Comments.

OLD BUSINESS

Mr. Klang requested that the Board approve the updated Procurement Policy stating that purchases for items over $5,000 need three quotations. The current policy is for items over $3,000 requiring quotations. Ms. Saur moved to approve. Mr. Krevor seconded. All agreed

STAFF ASSOCIATION

The Staff Association representative for this month was Richard Hausdorff. Mr. Hausdorff had no comments.

ADJOURNMENT

Mr. Keller requested a motion to adjourn at 8:25 pm. Mr. Straus moved to adjourn. Mr. Krevor seconded. All agreed.