

**MINUTES OF THE MEETING OF THE  
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES**

**October 18, 2018**

Hauppauge Public Library

**Present**

Mr. Stephen Bard

Mr. Andrew Black

Mr. Robert Druckenmiller

Mr. Ralph Plotke

Mr. Matthew Bollerman, Chief Executive Officer

Ms. Kathleen Brett, Head of Guest Services

**Absent**

Mr. Peter Crociata

Mr. Black called the Meeting to Order at 8:04 p.m. The Pledge of Allegiance was recited.

Motion to accept the Minutes of the September 20, 2018 Board Meeting (Plotke, Bard) passed 4-0.

**Treasurer's Report**

The Director reviewed the reports with the Board.

Motion to accept the October 18, 2018 operating warrant \$156,796.63 (Bard, Plotke) passed 4-0.

**Correspondence**

Catherine Berntsen thanked the Board of Trustees for their gift celebrating her 15 years of service to the Library.

**Director's Report**

Ted Schlomann from Baldessari & Coster attended and presented the Financial Report with Additional Information June 30, 2018. The Library received a clean report and is in sound financial position. The Board had questions about the report, specifically the way retirement benefits are impacting our balance sheet. Kathleen Brett, Head of Guest Services spoke about September's Library Card Sign Up Month promotion, new library cards, the State Senate debate, our revised and updated safety & emergency action plan and more. The Director asked for information to complete the new bank signature cards. The Director was asked to speak to local businesses about their interest in participating in the My Library Rewards program. The Director shared information about an upcoming trustee workshop at Suffolk Cooperative Library System. In addition, he shared

## October 18, 2018 Minutes (Page Two)

information about mandatory trustee training that may be implemented soon. Their input is being requested at this time. The Director shared information about the implementation of sexual harassment training and their inclusion in taking that training. The Director shared information about a Common Library Vote days for the next few years. The Director let the Board know about new copiers that we are leasing for the public and workroom. The Director was happy to receive an Eagle Project from Peter Proscia. Four flower boxes, a rain barrel and storage unit were all placed in our atrium. The Board asked the Director to change the greeting being given as guests enter the building. The Board also asked the Director to develop goals for various metrics of the library: check outs, program attendance and online usage of resources.

Motion to accept the October Personnel Report (Plotke, Druckenmiller) passed 4-0.

### **Committee Reports**

None

### **Old Business**

None

### **New Business**

Motion to accept the Financial Report with Additional Information, June 30, 2018 as prepared by Baldessari & Coster (Plotke, Druckenmiller) passed 4-0.

Motion to update Sexual Harassment Policy (Bard, Plotke) passed 4-0.

Motion to accept resolution authorizing the Library to join the County-wide shared services initiative and execute the SuffolkShare Inter-municipal Cooperation Agreement (Plotke, Bard) passed 4-0.

Motion to modify the Pay Policy (Plotke, Bard) passed 4-0.

### **Period for Public Expression**

None

### **Executive Session**

Motion to enter into Executive Session to discuss pending litigation at 9:50 pm (Plotke, Bard) passed 4-0.

Motion to exit executive session at 10:10 pm (Plotke, Druckenmiller) passed 4-0.

Motion to adjourn at 10:10 pm (Bard, Druckenmiller) passed 4-0.