

**MINUTES OF THE MEETING OF THE
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES
December 20, 2018
Hauppauge Public Library**

Present

Mr. Stephen Bard
Mr. Andrew Black
Mr. Robert Druckenmiller
Mr. Ralph Plotke
Mr. Matthew Bollerman, Chief Executive Officer
Ms. Catherine Berntsen, Head of Teen's Curriculum
Ms. Helen Bergman and a guest

Mr. Black called the Meeting to Order at 8:00 p.m. The Pledge of Allegiance was recited.

Mr. Black invited all present to join him in recognizing the retirement of Helen Bergman. A plaque was read and presented to Ms. Bergman thanking her for years of service to our community.

Trustee Resignation

Motion to accept resignation of Peter Crociata from Trustee position, effective December 20, 2018 (Plotke, Bard) passed 4-0.

Trustee Appointment

Motion to appoint Julian Aptowitz to trustee seat formally held by Peter Crociata, with a term ending on June 30, 2019 (Plotke, Druckenmiller) passed 4-0.

Motion to accept the Minutes of the November 15, 2018 Board Meeting (Bard, Druckenmiller) passed 4-0.

Treasurer's Report

The Director reviewed the reports with the Board.

Motion to accept the December 20, 2018 operating warrant \$292,456.89 (Bard, Plotke) passed 4-0.

Correspondence

New York State Senator John J. Flanagan wrote us to thank us for the work we do for our communities throughout the year. Enrico Scarda, CEO, The Crest Group, LLC, wrote us about his company taking over the lease for our space starting on January 9.

CEO's Report

Catherine Berntsen, Head of Teen Curriculum shared recent activities and events. These included the Bookmark Contest and the Advanced Battle of the Books. She also shared the date for the 2019 Battle of the Books (August 10) and that she has begun to work on the Spring and Summer newsletters. The CEO shared a memo on goals for the Library. The Board reviewed and asked a number of questions. The Board felt satisfied with the answers and looks forward to continued work and updates on how the Library is progressing on achieving the goals. The CEO shared that the unveiling of them will be at the Staff Development Day on January 29. The CEO shared his work on addressing the separation of duties question raised by our recent audit. The Board agreed the Director should not make any changes at this time. The Friends of the Library are encouraging people to share ideas for what they can help make happen for the community. Please read their item in the latest newsletter for more information about this request. The CEO shared an update on the AV equipment and computer and operating system upgrades.

Motion to accept the December Personnel Report (Bard, Plotke) passed 4-0.

Committee Reports

None

Old Business

None

New Business

Motion to appoint Frank Poma as Hauppauge Public Library Treasurer (Bard, Druckenmiller) passed 4-0.

A draft of the 2019/20 operating budget was shared with the Trustees.

Period for Public Expression

None

Executive Session

None

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