

**MINUTES OF THE MEETING OF THE
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES
December 19, 2019
Hauppauge Public Library**

Present

Mr. Julian Aptowitz
Mr. Stephen Bard
Mr. Andrew Black
Mr. Ralph Plotke
Mr. Matthew Bollerman, Chief Executive Officer
Ms. Catherine Berntsen, Head of Teen Curriculum

Mr. Plotke called the Meeting to Order at 7:30 p.m.

Motion to accept the Minutes of the November 21, 2019 Board Meeting (Bard, Aptowitz) passed 4-0.

Treasurer's Report

The Director reviewed the reports with the Board.

Motion to accept the December 19, 2019 operating warrant \$301,246.74 (Black, Aptowitz) passed 4-0.

Correspondence

New York State Senator John J. Flanagan wrote to thank the library for helping the community.

Chief Executive Officer's Report

Catherine Berntsen, Head of Teen Curriculum reported on the amount of material we collected in 2019, over 3,750 pounds. This included books, food, clothing, legos, flags and batteries. She also spoke about volunteer opportunities and the Advanced Battle of the Books. The CEO reported on the goals for 2019 and plans for 2020, including a 25% increase in visits for 2020. The Board is alright with moving forward with paper ballots at the April election due to electronic machines not being available due to the State primary. The CEO reviewed the recent changes to the building: carpet, awning and coming paint work. The Board asked about the carpet and was informed of the vendor coming back to address the color differences and installation issues. The Library will be closed on Wednesday, January 22 for a Staff Development Day. The Media Studio is up and running and all staff have received an orientation to how it works. The Library will begin promoting becoming a Long Island Alliance Federal Credit Union member for anyone with a Hauppauge Public Library card. The CEO is working on adding live plants and a fish tank to the Library.

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Motion to approve the December personnel report (Bard, Aptowitz) passed 4-0.

Committee Reports

None

Old Business

Ralph will work with other Board members to canvas community for the open Trustee seat. A conversation will take place at January 9 meeting.

New Business

Al Coster presented the Financial Report with Additional Information, June 30, 2019. Mr. Coster offered some advice for the Board regarding best practices for avoiding theft from the Library, especially via pay roll. He has no reason to suspect any wrong doing, but wanted to highlight deficiencies he has seen other places. The Library is in a good financial position and continues to adhere to all standard best practices.

Motion to accept the Financial Report with Additional Information, June 30, 2019 (Bard, Black) passed 4-0.

The Chief Executive Officer presented a draft 2020/21 operating budget. After review the Board desired the CEO to come back to the January 9 meeting with additional information.

Period for Public Expression

None

Executive Session

None.

Motion to adjourn at 10:30 p.m. (Bard, Aptowitz) passed 4-0.