

**MINUTES OF THE MEETING OF THE
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES
November 19, 2020
Hauppauge Public Library**

Present

Mr. Julian Aptowitz
Mr. Stephen Bard
Ms. Nayana Mehta
Mr. Ralph Plotke
Mr. Matthew Bollerman, Chief Executive Officer

Absent

Mr. Andrew Black

Mr. Plotke called the Meeting to Order at 7:00 p.m.

Motion to accept the Minutes of the October 15, 2020 Board Meeting (Bard, Mehta) passed 4-0.

Treasurer's Report

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the November 19, 2020 operating warrant \$388,267.93 (Bard, Mehta) passed 4-0.

Correspondence

None

Chief Executive Officer's Report

Donna Mauceri's report was shared by the CEO. The Children's Department is increasing outreach to preschools via programming kits. The Take & Make program targeted at different ages is scheduled for the winter months. The Chief Executive Officer shared that a draft 2020/21 budget will be delivered in December. The number of signatures needed for the April trustee election will increase from 25 to 41 due to the increased participation in the vote conducted by the School District in June 2020. The Board asked the CEO to poll them on finding an available Saturday afternoon to work on the changes proposed to the bylaws and policy manual. The Board read the COVID19 Micro Cluster Plan. The Board heard the request for security in the Library and will take no action at this time. The CEO was instructed to monitor the situation and let them know immediately should the conditions change to warrant help. The staff computer upgrade project is completed, along with the server update and network work.

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Motion to accept personnel report dated November 19, 2020 (Bard, Mehta) passed 4-0.

Committee Reports

None

Old Business

None

New Business

Motion to approve the 2021 Suffolk Cooperative Library System proposed budget (Mehta, Bard) passed 4-0.

Motion to cast five votes for Suffolk Cooperative Library System trustee candidate Diane Hartill (Bard, Mehta) passed 4-0.

Motion to set the date of the 2021 Hauppauge Public Library Budget Vote and Trustee Election for Tuesday April 6, 2021 and to instruct the Chief Executive Officer to begin preparations for the vote as needed (Mehta, Bard) passed 4-0.

Motion to hold a public budget hearing and forum for the trustee candidates to speak on Thursday March 25, 2021 (Mehta, Bard) passed 4-0.

Motion to approve the staff pay dates for 2021 (January 8, January 22, February 5, February 19, March 5, March 19, April 2, April 16, April 30, May 14, May 28, June 11, June 25, July 9, July 23, August 6, August 20, September 3, September 17, October 1, October 15, October 29, November 12, November 26, December 10, December 24.) (Mehta, Bard) passed 4-0.

Motion to adjust the Hours of Operation of the Library to Monday and Wednesday, 9 am to 8 pm; Tuesday, Thursday and Friday, 9 am to 7 pm; Saturday, 9 am to 5 pm and Sunday, noon to 5 pm (Mehta, Aptowitz) passed 4-0.

Motion to continue the hiring freeze for all positions at the Library until June 30, 2021 (Bard, Mehta) passed 4-0.

Motion to increase the allocations to the following from the unassigned fund balances:

Committed Funds

\$65,000 to Compensated Absences

\$50,000 to New York State Retirement

\$190,361 to Post-Employment Benefits

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Capital Account
\$244,639 to Capital Fund

(Mehta, Bard) passed 4-0.

Period for Public Expression

None

Executive Session

Motion to enter into executive session to discuss the performance of a volunteer at the Library at 9:06 pm (Bard, Aptowitz) passed 4-0.

Motion to exit the executive session at 9:10 pm (Bard, Aptowitz) passed 4-0.

Motion to adjourn at 9:11 p.m. (Aptowitz, Mehta) passed 4-0.