

**MINUTES OF THE MEETING OF THE
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES
November 29, 2021
Hauppauge Public Library**

Present

Mr. Julian Aptowitz
Mr. Stephen Bard
Mr. Ralph Plotke
Mr. John White
Mr. Matthew Bollerman, Chief Executive Officer
Ms. Donna Mauceri, Head of Children's Curriculum

Guests

Ted Schlomann, Baldessari &
Coster

Absent

Ms. Nayana Mehta

Mr. Bard called the Meeting to Order at 7:01 p.m.

Motion to accept the Minutes of the October 18, 2021 Board Meeting (Plotke, Aptowitz) passed 4-0.

Motion to accept the Minutes of the November 20, 2021 Board Meeting (Plotke, White) passed 4-0.

Treasurer's Report

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the November 29, 2021 operating warrant \$404,328.24 (Aptowitz, White) passed 4-0.

Correspondence

None.

Chief Executive Officer's Report

Donna Mauceri, Head of Children's Curriculum spoke about the successful Trunk or Treat event, the plans for the Winter Reading Club, the donations made to Island Harvest for Thanksgiving meals (15) and the upcoming Toys for Tots collection at the Library. The Chief Executive Officer is working on the 2022/23 budget. The Board offered some guidelines for the preparation. The CEO will work on complying with the Open Meetings Law change by inviting the public to request documents being discussed at an upcoming meeting. The current policy should be adequate to address the changes in allowing cannabis use in New York. Our prohibitions of being impaired at work have not changed. The history of the Library book is published and the CEO shared copies to the Board. It

was well received. The Friends of the Library will be meeting on Monday, December 6. The CEO has assigned Jill Kenyon to the mural project being discussed with the Friends. The CEO is seeking more information on what other libraries are doing with their 403b plan before proceeding with the current offer. The live-streaming equipment is up and staff are being trained on operating it.

Committee Reports

None

Old Business

None

New Business

Ted Schломann, CPA with Baldessari & Coster presented the Financial Reports with Additional Information, June 30, 2021. He spoke about the solid financial position the Library is in and the highest rating received for the audit. The Board had questions about the long-term effects of benefits in retirement and strategies to save for them properly.

Motion to accept the Financial Reports with Additional Information, June 30, 2021 (White, Aptowitz) passed 4-0.

Motion to approve the proposed 2022 Suffolk Cooperative Library System budget (Plotke, White) passed 4-0.

Motion to approve the staff pay dates for 2022 (January 7, January 21, February 4, February 18, March 4, March 18, April 1, April 15, April 29, May 13, May 27, June 10, June 24, July 8, July 22, August 5, August 19, September 2, September 16, September 30, October 14, October 28, November 10, November 25, December 9, December 23.) (White, Aptowitz) passed 4-0.

Motion to set the date of the 2022 Hauppauge Public Library Budget Vote and Trustee Election for Tuesday April 5, 2022 and to instruct the Chief Executive Officer to begin preparations for the vote as needed (Plotke, Aptowitz) passed 4-0.

Motion to hold a public budget hearing and forum for the trustee candidates to speak on Monday March 28, 2022 (Plotke, Aptowitz) passed 4-0.

Motion to adopt and add to the Operations Policy the Partnership and Sponsorship Policy (Aptowitz, White) passed 4-0.

November 29, 2021 Minutes (Page Three)

Motion to amend the Environmental Policy to the Sustainability Policy with changes (Plotke, Aptowitz) passed 4-0.

Motion to adopt a trustee recruitment strategy (Plotke, Aptowitz) passed 4-0.

Period for Public Expression

None.

Personnel Report

The November Personnel Report was approved (Plotke, White) passed 4-0.

General Discussion

None

Executive Session

Motion to enter into Executive Session to discuss the performance of Matthew Bollerman at 8:41 pm (Plotke, Aptowitz) passed 4-0.

Motion to exit Executive Session at 9:00 pm (Plotke, Aptowitz) passed 4-0.

Motion to adjourn at 9:00 p.m. (Plotke, Aptowitz) passed 4-0.