

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

**September 19, 2022**

Hauppauge Public Library

**Present**

Mr. Julian Aptowitz

Mr. Stephen Bard

Ms. Nayana Mehta

Mr. Ralph Plotke

Mr. John White

Mr. Matthew Bollerman, Chief Executive Officer

Ms. Fran Palumbo, Head of Instruction and Research

Mr. Bard called the Meeting to Order at 7:03 p.m.

Motion to accept the Minutes of the August 15, 2022 Board Meeting (Plotke, Aptowitz) passed 5-0.

**Treasurer's Report**

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the September 19, 2022 operating warrant \$238,334.60 (Plotke, White) passed 5-0.

**Correspondence**

None

**Chief Executive Officer's Report**

Fran Palumbo, Head of Instruction and Research reported on some of the success from the Summer Reading Program and associated activities. 945 people registered in the Club. At least 1,500 people attended our Friday night series of activities. All members of the staff pulled together to make it a success. Fran also reported on her work on the Action Plan, specifically to examine and evaluate the events and seminars we offer to support learners and students of all ages. She is working on some interviews and focus groups to gain some insights. The Board had some suggestions for her work. With the official announcement from Governor Hochul of the end of the COVID-19 health emergency the CEO asked the Board to consider changing the requirement for staff, who cannot socially distance, to make mask wearing optional except in the specific case of returning from a quarantine. They agreed to allow optional mask wearing to begin on Tuesday, September 20. The CEO provided updates on the Action Plan work, in addition, to Fran's report. A written report will be coming in October. The Friends of the Library met on September 12 and are holding a session on November 30 at 7 pm to discuss their

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purpose. The CEO updated the Board on electric vehicle charging and the landlord. Work is continuing to try to get permission for this project to happen. The CEO is working with full-time staff to use their vacation time that cannot be banked. Total Technology Solutions is proposing additional layers of security for our organization. The Board agreed to their proposal.

### **Committee Reports**

None

### **Old Business**

None

### **New Business**

Motion to accept the June 30, 2022 Capital Depreciation Report including Deletions (White, Plotke) passed 5-0.

Motion to vote to adopt the Suffolk Cooperative Library System Resource Sharing Code amendments (Mehta, White) passed 5-0.

### **Period for Public Expression**

None

### **Personnel Report**

The September Personnel Report was approved (White, Mehta) passed 5-0.

### **General Discussion**

The Board would like some attention paid to wait lists for programs. Do additional sessions need to be added? Also can we incorporate SMS into our sign ups/reminders for events and seminars? What are strategies to reach youth who are not active in the Library?

### **Executive Session**

None

Motion to adjourn at 8:25 p.m. (Plotke, Aptowitz) passed 5-0.