

**MINUTES OF THE MEETING OF THE  
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES  
December 19, 2022  
Hauppauge Public Library**

**Present**

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

**Absent**

Ms. Nayana Mehta

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

Motion to accept the Minutes of the November 21, 2022 Board Meeting (White, Aptowitz) passed 4-0.

**Treasurer's Report**

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the December 19, 2022 operating warrant \$207,402.29 (White, Aptowitz) passed 4-0.

**Correspondence**

Jackie Martinez thanked the Chief Executive Officer and Board for their recognition of her twenty years of service to the Library.

**Chief Executive Officer's Report**

Catherine presented the winners from the Bookmark Contest. A reception was held and over 55 people attended to celebrate the artists. She shared the donation totals for 2022, by category and weight. Over 7,000 pounds of coats, books, eyeglasses, food, toys and more were gathered for others use or recycling. Our community and staff is very generous and make these collections over the year a testament to their giving. Catherine also shared her work on her Action Plan assignment for this quarter. She is developing competencies for all staff: operationally, community and technology. This will help all staff provide a better level of service by understanding their job, their tasks and their responsibilities. A second written report on the Action Plan will be coming at the January Board meeting. The CEO attended two Friends meeting and reported on their progress to expand their leadership and grow to help the library in new ways.

## December 19, 2022 Minutes (Page Two)

The CEO shared the date of the upcoming Advocacy Day in Albany, Tuesday, February 28. There are buses going up Monday and Tuesday if anyone is interested in attending. The Board approved the proposal for some new carpeting near the adult computers and bathroom. The Board approved the design of the mural, with some suggestions, and allowed the project to move forward. A staff member asked the Board and CEO to consider a way to remember a staff member who has recently passed. A number of suggestions were offered and the CEO will follow up to pursue. The CEO shared that the Chromebooks are being returned and a solution for replacing the laptops is beginning again. The Board approved the GIS project with ARGIS to develop a district map to allow the administration to capture spatial data.

### **Committee Reports**

None

### **Old Business**

None

### **New Business**

The Chief Executive Officer presented a draft 2023/24 operating budget. Many assumptions were used at this point as vital pieces of information are not finalized, including, the tax cap rate and potential payments in lieu of taxes. The Board asked about health insurance costs and the current staffing model. The CEO will work on these questions and bring a second draft to the January meeting.

Motion to adopt the Trustee Education policy (Plotke, Aptowitz) passed 4-0.

### **Period for Public Expression**

None

### **Personnel Report**

None

### **General Discussion**

None

### **Executive Session**

Motion to enter into Executive Session to discuss the appointment of an Election Clerk at 8:29 pm (Plotke, Aptowitz) passed 4-0.

Motion to exit Executive Session at 8:45 pm (White, Aptowitz) passed 4-0.

Motion to adjourn at 8:45 p.m. (Plotke, White) passed 4-0.