

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

April 17, 2023

Hauppauge Public Library

Present

Mr. Julian Aptowitz

Mr. Stephen Bard

Mr. Ralph Plotke

Mr. John White

Mr. Matthew Bollerman, Chief Executive Officer

Absent

Ms. Nayana Mehta

Mr. Bard called the Meeting to Order at 7:02 p.m.

Motion to accept the Minutes of the March 27, 2023 Board Meeting (White, Plotke) passed 4-0.

Treasurer's Report

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the April 17, 2023 operating warrant \$292,334.99 (Aptowitz, Plotke) passed 4-0.

Correspondence

None.

Chief Executive Officer's Report

Catherine Berntsen, Head of Teen Curriculum, spoke about her management of volunteerism at the Library. She is currently transitioning from a paper based record keeping system to a cloud based database. The work load should decrease, but the efforts are switching to the beginning of the process from the back end of the process. She assured the Board that the same standards will be in place. The Chief Executive Officer spoke about the successful annual library vote held on April 4, plans for the new operating budget beginning July 1, the next Action Plan being developed, schedule of upcoming Trustee Book Club webinars, the Hauppauge Flea coming on April 22, National Library Week activities, the library district map project coming close to being finished, carpet, floor and window cleaning scheduled, and planning for the end of the copier lease. The Chief Executive Officer shared the third quarter Action Plan reports from staff. The Board shared their reactions and comments. The Board agreed to move forward with applying for a new credit card with higher benefits than we currently have.

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The CEO attended a grant writing workshop and learned a great deal. He will be working with staff to identify areas for expansion of our current program. The CEO shared he reached out to Councilman O'Connor regarding serving on the Town Comprehensive Plan. They are getting organized and will reach back to him in mid-August. The CEO received concepts from Signwave about our Outdoor Signage. The Board had some initial comments and direction for the sign. The CEO shared a proposal from Flushing Bank. The Board provided some direction for moving forward. The CEO shared some new statistics showing areas of concern identified in the Key Performance Indicators tool. In addition, there was discussion on two of the KPI points: obtaining grants and working with the school district.

Committee Reports

None.

Old Business

None.

New Business

None.

Period for Public Expression

None.

Personnel Report

Motion to accept April 17, 2023 report (Plotke, White) passed 4-0.

General Discussion

John is working on bringing Narcan training to the community. The Library will work on scheduling classes for this. An article on reading and youth was shared by Steve. Questions about how the Library supports student success in reading, writing and in general was had.

Executive Session

None.

Motion to adjourn at 8:57 p.m. (Plotke, Aptowitz) passed 4-0.