

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

**May 15, 2023**

Hauppauge Public Library

**Present**

Mr. Julian Aptowitz  
Mr. Stephen Bard  
Ms. Nayana Mehta  
Mr. Matthew Bollerman, Chief Executive Officer  
Ms. Fran Palumbo, Head of Instruction and Research

**Guests**

Three members of Girl Scout  
Troop 526 and two adults

**Absent**

Mr. Ralph Plotke  
Mr. John White

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

Motion to accept the Minutes of the April 17, 2023 Board Meeting (Aptowitz, Mehta) passed 3-0.

Three members of Girl Scout Troop 526 who are working on their Silver Award, presented their project of constructing Tutor Boxes for the guests who use the Library. These three boxes will be filled with supplies that would help students who study at the Library. The wooden boxes would be expected to be delivered in August 2023. The Board had some questions for the Scouts and then thanked the Scouts for thinking of the Library as a place for their project.

**Treasurer's Report**

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the May 15, 2023 operating warrant \$209,479.34 (Mehta, Aptowitz) passed 3-0.

**Correspondence**

None.

**Chief Executive Officer's Report**

Fran Palumbo, Head of Instruction & Research, shared about the Hauppauge Flea, new ongoing events aimed at new parents "Gather and Grow" and teens "Crunch Time." She shared news that attendance at events and seminars is increasing. Fran shared plans for the Summer Road Trip themed summer reading program. The Chief Executive Officer shared a new statistical report and asked for feedback. He also spoke about

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sending in requests to Senator Martinez and Assemblyman Fitzpatrick for Bullet Aid. The CEO shared his thoughts on changing banks. The Board agreed to stay with Webster. The CEO and Christa Zaros will be attending the HIA-LI show on May 25. The CEO invited the Board to attend a CPR/AED class, along with our staff, to submit their code of ethics statements, and the auditor engagement letter. The CEO shared the recent state of america's libraries report from the American Library Association. The CEO asked the Board their thoughts on the outdoor signage mock ups. A lot of feedback was offered and will be shared with the designer. The CEO shared a plan to address the upcoming increase to minimum wage. He also shared the results of the Staff Health, Safety and Wellness Survey. He will also be moving forward with a new copier lease.

### **Committee Reports**

None.

### **Old Business**

None.

### **New Business**

Motion to adopt the Action Plan, July 1, 2023 to June 30, 2024 (Aptowitz, Mehta) passed 3-0.

Motion to make operating budget adjustments as per memo (Mehta, Aptowitz) passed 4-0.

### **Period for Public Expression**

None.

### **Personnel Report**

Motion to accept May 15, 2023 report (Mehta, Aptowitz) passed 3-0.

### **General Discussion**

None.

### **Executive Session**

Motion to enter into Executive Session to discuss the promotion of Jill Kenyon and Christa Zaros (Mehta, Aptowitz) passed 3-0 at 8:36 pm.

Motion to exit Executive Session (Mehta, Aptowitz) passed 3-0 at 8:50 pm.

Motion to adjourn at 8:50 p.m. (Mehta, Aptowitz) passed 3-0.