

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

June 19, 2023

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. Kathleen Brett, Head of Guest Services

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

Motion to accept the minutes of the May 15, 2023 Board Meeting (Plotke, Aptowitz) passed 5-0.

Treasurer's Report

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the June 19, 2023 operating warrant \$226,708.91 (Plotke, White) passed 5-0.

Correspondence

None.

Chief Executive Officer's Report

Kathleen Brett, Head of Guest Services reported on the plans for the 2023 summer reading program, Summer Road Trip. She described how our guests can sign up for the club, read everyday to earn chances at our raffles and come in for weekly and goal incentives. There are 307 guests signed up as of this morning. The goal is for 1,000. The large events and parties will help draw people to the library. Weekly changing activities and crafts will also attract our guests to return each week. The entire staff is pitching in to make this a success. The Library attended the HIA-LI show and a recent bank branch opening. The Library joined the HIA-LI as a not-for-profit member. The chance to network with local businesses and advertise the Library as their own branch library and their employees will be the goal. Opportunities to receive trustee continuing education were covered, including online and in-person. The annual audit fieldwork is scheduled to be in mid August. The CEO shared the key performance indicators for May, along with a summary of our Adwords grant performance via Koios. The CEO shared upcoming CPR/AED class being held for staff, open enrollment for voluntary benefits

and the outdoor sign status. The CEO and full-time staff reviewed the result of the wellness survey and began to address issues raised in the responses.

Committee Reports

None.

Old Business

None.

New Business

Motion to adopt policy revisions and the Nursing Employees' Accommodation policy (Aptowitz, Plotke) passed 5-0.

A discussion on the Hours of Operation and Holiday Closings was held. How does the Library choose the holidays? The current practice has been to close when expected guests on the holiday will be too low. We are currently open on five federal holidays.

Period for Public Expression

None.

Personnel Report

Motion to accept June 19, 2023 report (Mehta, White) passed 5-0

General Discussion

Tik Tok was discussed. What is it and how could it be used to advertise the Library. Not only should the Library provide instruction to the community on the app and instruct making content for it, but the Library should evaluate the time it would take and examine if it would be an effective way to reach more of the community.

Executive Session

None.

Motion to adjourn at 8:37 p.m. (Plotke, Aptowitz) passed 5-0.