

**MINUTES OF THE MEETING OF THE
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES
July 10, 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. Donna Mauceri, Head of Children's Curriculum

Organizational Meeting

Mr. Bard called the Organizational Meeting to Order at 7:02 p.m. The Pledge of Allegiance was recited.

Mr. Bard was sworn in to the office of Trustee of the Hauppauge Public Library.

Mr. Bollerman requested nominations for the election of Board Officers.

Ms. Mehta was nominated (Bard, Plotke) and elected President by a 5-0 vote.

Mr. White was nominated (Bard, Plotke) and elected Vice-President by a 5-0 vote.

Mr. Bard was nominated (Plotke, Aptowitz) and elected Finance Officer by a 5-0 vote.

Mr. Bollerman was appointed Secretary.

No changes were made to the Library's Bylaws. Julian Aptowitz was confirmed as the Treasurer of the Friends of the Hauppauge Public Library.

Motion to set the regular monthly meetings of the Hauppauge Public Library's Board of Trustees during the upcoming year for August 21, 2023, September 18, 2023; October 16, 2023; November 20, 2023; December 18, 2023; Wednesday, January 17, 2024; February 26, 2024; March 25, 2024; April 15, 2024; May 20, 2024; June 17, 2024 and July 15, 2024. All meetings shall be held at the Hauppauge Public Library, 1373 Veterans Memorial Highway, Hauppauge, NY, and begin at 7:00 p.m. unless otherwise noted (Bard, Aptowitz) passed 5-0.

Motion to accept the Chief Executive Officer's professional services recommendations;

1. Andrew Martingale appointed as legal counsel.
2. Joseph H. Price reappointed as insurance agent.
3. Baldessari & Coster reappointed as auditor.

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4. Frank Poma reappointed as treasurer.
5. Webster Bank was reappointed as bank for deposits.
6. Smithtown Messenger and Islip Bulletin were appointed as newspapers for public notice (Aptowitz, White) passed 5-0.

Motion by Plotke, second by Bard, that petty cash funds be established as follows for FY 2023-2024 passed 5-0.

TITLE	CUSTODIAN	AMOUNT
Library	Matthew Bollerman & Therese Seydel	\$ 150.00

Motion to appoint the Board of Ethics members: Julian Aptowitz, Anna Beltrani and Barbara Goodstone (White, Mehta) passed 5-0.

The Chief Executive Officers annual report was reviewed.

Motion to adjourn the Organizational Meeting at 7:20 p.m. (Plotke, White) passed 5-0.

Regular Meeting

Ms. Mehta called the Meeting to Order at 7:20 p.m.

Motion to accept the Minutes of the June 19, 2023 Board Meeting (Bard, Aptowitz) passed 5-0.

Treasurer's Report

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the July 10, 2023 operating warrant \$190,567.77 (White, Bard) passed 5-0.

Correspondence

Mildred Bernstein thanked the Board and CEO for providing space in the Library to honor Joan Neary.

CEO's Report

Donna Mauceri, Head of Children's Curriculum shared the success of the summer reading kick off party on Monday, June 26. She shared the latest summer reading club signs ups, 809. Plans for Trunk or Treat have begun. The event is scheduled for Friday, October 27. The Hauppauge School District Summer Enrichment Program has begun and the Library is containing its support of it. While it has moved from being housed at the

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Library to being hosted at the High School, our staff attends to lend materials and other support to the students who attend. Donna shared her action plan work on promoting the meeting rooms. Advertising a possible use of them for parties, especially on weekends, was well received. The CEO shared some numbers on the closing of the operating budget on June 30, 2023. We received more PILOT monies that were expected and our expenses were under budget. The CEO shared about our first two Fridays Out Front events, a movie and a concert. More to come over the weeks and attendance is encouraged. The Board suggested using wrist bands to track attendance at the large events. The staff may want to use these opportunities to introduce themselves to the community. Getting on the mic and speaking to the crowd. The audit field work will begin August 10 and 11. The approvals from civil service for our two new Librarian II positions has been received along with the other changes requested. Roll out of the staff responsibility changes will begin in mid-August. On Tuesday, October 3 our Library Anniversary Breakfast and Staff Longevity Recognition Breakfast will begin at 8 am. We will be honoring Catherine for 20 years of service, Donna and Lissetty for 15 years.

Committee Reports

None

Old Business

None

New Business

None

Period for Public Expression

None

Personnel Report

Motion to accept the July 10, 2023 report (Bard, White) passed 5-0.

General Discussion

None.

Executive Session

None

Motion to adjourn at 8:06 p.m. (Bard, Aptowitz) passed 5-0.