

**MINUTES OF THE MEETING OF THE  
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES  
September 25, 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

Ms. Mehta called the Meeting to Order at 7:00 p.m.

Motion to accept the Minutes of the August 21, 2023 Board Meeting (Bard, Plotke) passed 5-0.

**Treasurer's Report**

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the September 25, 2023 operating warrant \$254,042.84 (Plotke, Aptowitz) passed 5-0.

**Correspondence**

None

**Chief Executive Officer's Report**

Kathleen Brett, Head of Guest Services spoke about staff attendance at back to school nights. Jill attended the Bretton Woods event and Catherine the middle school. the library card sign up promotion has been popular with our journal/notebooks. Promotion of the Homework Help service has been throughout the month of September. The Rainy Day Cart is put out on days of liquid sunshine. It has a big success recently. The Summer Tour SCLS coordinated was a success and it will return in 2024. The CEO shared information about Showcase Solutions, the recent Friends of the Library meeting, the needs for ongoing sexual harassment prevention training, a meeting with the property managers regarding our outdoor sign, and the state of the carpet in the children's area. The CEO spoke about the conversations with full-time staff who have a new duty statement, in addition to all staff regarding the new performance development plans each worked on and signed. The CEO shared some changes with the IT vendor, Sourcepass.

**Committee Reports**

None

**Old Business**

None

**New Business**

The Board reviewed the memo from the CEO regarding background checks for staff and volunteers. They directed the CEO to draft a policy for requiring checks for potential staff and volunteers over 18 years old.

Motion to close the Library December 24 and 31, 2023 (Bard, Aptowitz) passed 5-0.

**Period for Public Expression**

None

**Personnel Report**

The September Personnel Report was approved (Bard, Aptowitz) passed 5-0.

**General Discussion**

A visit to the Bayport Blue Point Public Library brought up a few points: should our library have a makerspace? Should we sell books?

The Bayshore Brightwaters Public Library is distributing toiletries to the community.

**Executive Session**

Motion to enter an executive session to discuss the performance of Matthew Bollerman at 7:55 pm (White, Aptowitz) passed 5-0.

Motion to exit executive session at 9:00 pm (Bard, Plotke) passed 5-0.

Motion to adjourn at 9:00 p.m. (White, Bard) passed 5-0.