

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

June 17, 2024

Hauppauge Public Library

Present

Mr. Julian Aptowitz

Mr. Stephen Bard

Mr. Ralph Plotke

Mr. John White

Mr. Matthew Bollerman, Chief Executive Officer

Ms. Catherine Berntsen, Head of Collections, Volunteers and Staff Learning

Absent

Ms. Nayana Mehta

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

Mr. White asked the CEO to review the library bylaws, Article I, Section V about a vacated trustee seat. The CEO explained that there are no procedures in place to excuse an absence.

Motion to excuse Nayana Mehta from prior absences (Bard, Plotke) passed 4-0.

Motion to accept the Minutes of the May 20, 2024 Board Meeting (Aptowitz, Bard) passed 4-0.

Treasurer's Report

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the June 17, 2024 operating warrant \$228,821.59 (Bard, Aptowitz) passed 4-0.

Correspondence

None

Chief Executive Officer's Report

Catherine Berntsen, Head of Collections, Volunteers and Staff Learning shared how she is helping increase visits, direct borrowing, program attendance and maintain our excellent net promoter score. The collection is being added to with popular items as soon as possible. In-house displays are helping promote the use of what we have. Working to maintain the right number of titles is ongoing as this has a direct relationship to other uses

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of the space we have available to us. The Grab & Go collection is available to anyone with a library card from a Suffolk County library and is a great benefit to those who live outside our district. Volunteer opportunities help drive door count, help the Library be a community partner and fulfill needs for the volunteer. “Adventure Begins at Your Library” has begun to sign up people. The club begins reporting on June 29 and ends on August 23. Fran and her team are decorating the Library and it looks great. Kathleen has launched a new card (Snoopy Beagle Scout) campaign. The CEO shared information on the trustee book club, library farmers market, Fridays Out Front and the schedule for the audit field work. A CPR/AED class is being scheduled. The staff health, safety and wellness survey was reviewed. The CEO reported on the Librarian I (Children’s Services) search. The Atrium is being improved greatly by Rafeena’s efforts along with some volunteers. The Board agreed to donate older decommissioned equipment to an elementary school for their Maker Space Club.

Committee Reports

None

Old Business

None

New Business

None

Period for Public Expression

None

Personnel Report

Motion to accept the Personnel Report dated June 17, 2024 (Bard, Plotke) passed 4-0.

General Discussion

The CEO shared a video about library safety. A discussion about being cognizant of what challenges faces the staff was had.

Executive Session

Motion to enter into executive session at 8:30 pm (Plotke, Aptowitz) passed 4-0.

Motion to exit the executive session at 9:00 pm (Bard, Plotke) passed 4-0.

Motion to adjourn at 9:00 p.m. (Plotke, Aptowitz) passed 4-0.