

**MINUTES OF THE MEETING OF THE  
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES  
July 15, 2024  
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. Jill Kenyon, Head of Children's and Family Services

**Organizational Meeting**

Ms. Mehta called the Organizational Meeting to Order at 7:01 p.m. The Pledge of Allegiance was recited.

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

Mr. White was nominated (Mehta, Bard) and elected President. Four yes votes and one abstention (White).

Mr. Aptowitz was nominated (Mehta, Plotke) and elected Vice-President. Four yes votes and one abstention (Aptowitz).

Mr. Bard was nominated (Plotke, White) and elected Finance Officer. Four yes votes and one abstention (Bard).

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 19, 2024, September 16, 2024; October 21, 2024; November 18, 2024; December 16, 2024; Wednesday, January 22, 2025; February 24, 2025; March 24, 2025; April 21, 2025; May 19, 2025; June 16, 2025 and July 21, 2025. 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, Plotke) 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.

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 (Plotke, Aptowitz) passed 5-0.

Motion by Plotke, second by Bard, that petty cash funds be established as follows for FY 2024-2025 passed 5-0.

TITLE	CUSTODIAN	AMOUNT
Library	Matthew Bollerman & Therese Seydel	\$ 250.00

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

The Chief Executive Officers annual report was reviewed.

Motion to adjourn the Organizational Meeting at 7:19 p.m. (Bard, Aptowitz) passed 5-0.

### **Regular Meeting**

Mr. White called the Meeting to Order at 7:19 p.m.

Motion to accept the Minutes of the June 17, 2024 Board Meeting (Plotke, Aptowitz) passed 5-0.

### **Treasurer's Report**

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the July 15, 2024 operating warrant \$218,502.54 (Aptowitz, Mehta) passed 5-0.

### **Correspondence**

A letter from our legal counsel, Andrew Martingale from Quatela Chimeri, PLLC, regarding our upcoming hourly fees.

### **CEO's Report**

Jill Kenyon, Head of Children's and Family Services reported on the Summer Reading Club. 919 people are signed up with a goal of 1,000. The Big Bounce Party attracted 800 people on July 1. The first Storytime in the Park happened at Bretton Woods Park. 25 people attended on a hot day. The 1,000 Books Before Kindergarten collection is getting

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a make over. Senator Martinez's bullet aid is helping purchase new backpacks and collections for an expanded offering. New toys were ordered for the Children's Department and debuted recently. More improvements will be coming including looking at new carpet for the area. The CEO reported on the private audit field work beginning in early August. A new process of informing staff of the daily happenings has begun with a morning huddle. This is attempting to connect all staff with the events of the day and any important updates all should be aware of. Those who are working, but cannot attend due to their schedule can review the notes near the time clock. The CEO reported on the Librarian I (Children's Services) search. On October 3 at 8 am we will have a breakfast to celebrate our staff longevity awards and our founding anniversary. The Library will host a CPR/AED class on July 17. The CEO has a meeting with the Town of Islip on July 22 to discuss Hidden Pond Park. Work progresses on our conversion to a new program sign up and room booking system. We will be ready to launch it for the Fall newsletter. The Board reviewed the latest outdoor sign artwork and proposal. After some changes to the language of the sign and a request to have it illuminated, the CEO will follow up with the vendor. The CEO shared a recent donation of \$1,000 was received to purchase items for the teen collection.

### **Committee Reports**

None

### **Old Business**

None

### **New Business**

Motion to accept the 2023/24 Operating Budget Adjustments as per the memo dated July 15, 2024 (Bard, Plotke) passed 5-0.

A conversation about how best to apply for awards to help our organization's reputation and staff morale was had. The CEO was directed to undertake these applications when the time is available and it fits with the work being recognized.

The Board reviewed the memo from the CEO on a Board of Trustee member absence procedure. After a discussion the Board will consider a bylaws change at their August meeting.

### **Period for Public Expression**

None

### **Personnel Report**

Motion to accept the July 15, 2024 report (Plotke, Bard2) passed 5-0.

**General Discussion**

None.

**Executive Session**

Motion to enter in executive session to discuss a pending legal matter (Bard, Plotke) at 8:40 pm passed 5-0.

Motion to exit the executive session (Plotke, Aptowitz) passed 5-0.

Motion to adjourn at 9:31 p.m. (Plotke, Bard) passed 5-0.