

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

**August 19, 2024**

Hauppauge Public Library

**Present**

Mr. Julian Aptowitz

Mr. Stephen Bard

Ms. Nayana Mehta

Mr. Matthew Bollerman, Chief Executive Officer

Ms. Christa Zaros, Head of Community Engagement

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

**Guests**

Members and their family of

“A Latte Knowledge” the

2024 Battle of the Books

Team

**Absent**

Mr. Ralph Plotke

Mr. John White

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

Motion to accept the Minutes of the July 15, 2024 Board Meeting (Mehta, Bard) passed 3-0.

Mr. Aptowitz welcomed “A Latte Knowledge” the 2024 Battle of the Books team. Catherine Berntsen spoke about their dedication and hard work to prepare to be quizzed on six different books. She also spoke about the help from a high school student who was the Assistant Coach. The team came in seventh place out of 29. All want to return next year. The Board presented certificates of achievement for their work.

**Treasurer’s Report**

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the August 19, 2024 operating warrant \$249,804.50 (Mehta, Bard) passed 3-0.

**Correspondence**

None

**Chief Executive Officer’s Report**

Christa Zaros, Head of Community Engagement reported on 1,081 people registering for our Summer Reading Program. 81 over the goal of 1,000. The Board applauded this achievement. Our new room booking and event registration software is set to debut on Monday, August 26. Christa has been training staff, coding the software and making sure all are ready. Our new website and app will follow after this portion launches. Upcoming

events we are attending are: Hauppauge Fire Department Open House, Homecoming, and Kicks for Cancer. The farmers market is scheduled for Wednesday, August 21 and will continue through October. Additional vendors will be coming. Christa requested some additional help, four hours a week, with social media. She and the CEO are attending the Library Marketing and Communication Conference in St. Louis in November. The Sustainability, Resilience and Regenerative Committee have been meeting. The TREX bench plastic collection is a result of this groups work. They have a lot more they are looking at doing. The Chief Executive Officer shared the highest number of visits to the Library July since October 2019, in addition to more attendees to the Fridays Out Front series. The independent audit field work has begun. A discussion about the Library's next steps in developing our concept into a plan for Hidden Pond Park. The CEO recommends inviting a construction management firm to the next meeting to discuss the state of public library construction, budgeting and timelines in 2024. Catherine Berntsen, Head of Collections, Volunteers, and Staff Learning presented on how the Library can think about serving our community and visitors better, while keeping the staff safer, secure and less stressed. This, along with the CEO's compilation of incident reports, will inform the changes to procedures and training needed for staff. The CEO shared the status of hiring a new full-time person for our Children's Department.

**Committee Reports**

None

**Old Business**

None

**New Business**

Motion to allow CEO to execute NYLAF Resolution to Join Fund, attached, pending acknowledgement of investment complying with Investment Policy (Bard, Mehta) passed 3-0.

Motion to accept the appraisal report from Appraisal Affiliates, including deletions, as of June 30, 2024 (Bard, Mehta) passed 3-0.

Motion to amend Article I. Trustees, Section V of the Bylaws to: Trustees are expected to attend all Board meetings punctually. If a valid reason prevents a trustee from attending, the President of the Board or the Chief Executive Officer should be notified in advance. An excused absence is defined as one where prior notification has been given to the President or to the CEO and the President approves such request. If the President asks to be excused, the Vice President approves the request. If a trustee fails to attend three (3) consecutive meetings without excuse, the trustee will be deemed to have resigned. The President will inform the absent trustee in writing that they are no longer on the Board.

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(Bard, Mehta) passed 3-0. This motion will be raised again at the September meeting as per Article VII. Amendments to the Bylaws.

**Period for Public Expression**

None

**Personnel Report**

The August Personnel Report with one addition was approved (Bard, Mehta) passed 3-0.

**General Discussion**

None

**Executive Session**

Motion to enter into Executive Session to discuss a legal matter (Bard, Mehta) was made at 8:39 pm and passed 3-0.

Motion to exit the Executive Session (Bard, Mehta) passed 3-0 at 8:56 pm.

Motion to adjourn at 8:56 p.m. (Mehta, Bard) passed 3-0.