

**MINUTES OF THE MEETING OF THE
HAUPPAUGE PUBLIC LIBRARY BOARD OF TRUSTEES
September 16, 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. Kathleen Brett, Head of Guest Services

Guests

Ted Schlomann, Baldesarri &
Coster, LLP
Nick Amoruso and Nick
Amoruso, Jr., SCC
Construction Management
Group

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

Mr. White invited Ted Schlomann from Baldessari & Coster, LLC to make comments on the Financial Report with Additional Information, June 30, 2024. They concluded our information was presented fairly and that the Library remains in a good financial position. Member of the Board had a few questions.

Motion to accept the Financial Report with Additional Information, June 30, 2024 as prepared by Baldessari & Coster, LLC (Bard, Plotke) passed 5-0.

Mr. White invited Nick Amoruso and Nick Amoruso Jr. to present their estimating, timeline and other information about a concept to utilize the one-acre property at Hidden Pond Park. SCC Construction Management Group met with the CEO to discuss the project, including Will Reece a few weeks earlier. They prepared an estimate to accomplish what the concept outlined. In order to apply for New York State Construction Grant funds we would need approved plans from the State Education Department, which requires an architect. Currently the wait to get approval from the State Education Department is around six months. The work itself, as outlined, would take around four weeks. The Board asked a number of questions and thanked SCC Construction Management Group, Nick, Nick and Will for their time and information to help this discussion.

The Board set a Workshop at Hidden Pond Park on Tuesday, October 15 from 9 to 10 am at Hidden Pond Park to walk the property. Possible next steps include inviting the community to share ideas for how to utilize the property and forming a committee to evaluate the input received while balancing the space, budget and strategic plans of the Library.

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Motion to accept the Minutes of the August 19, 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 September 16, 2024 operating warrant \$287,068.72 (Mehta, Bard) passed 5-0.

Correspondence

None

Chief Executive Officer's Report

Kathleen Brett, Head of Guest Services reported on the Summer Reading Club. 1096 guests signed up for the club, 539 children aged 0-11, 79 teens and 478 adults. The number of days read were: children 0-11 14,657, teens 1,519 and adults 13,052. Readers who completed the club received a smores package and their own campfire roasting stick. The most popular entries towards the grand prizes were: Adventureland Tickets, Nintendo Switch and Stanley tumbler & \$50 Ulta beauty gift card. The charms, weekly events and summer tour participation helped make it a success. The entire staff helped pitch in and work to get us to our goal. Our Snoopy Card campaign for the summer was very popular. Over 700 people updated their cards or applied for new cards. We were able to get about 125 new cardholders as well. Kathleen shared updates on discount tickets, upcoming exhibits and food drives. Julian Aptowitz visited with Senator Martinez and Steve Bard with Assemblyman Fitzpatrick. The Board would like the CEO to set up an account with NYLAF. The sexual harassment prevention training will be resetting on October 9. The outdoor signs permits have been sent along to the Town of Islip. The CEO shared a proposal from the Griffin Group Global, LLC for delivery of safety and security training and consulting. The Board instructed the CEO to move forward. The CEO asked about the Board for their opinion about modifying the dress expectations at the Library. They are comfortable with a month long test of allowing jeans to be worn on Fridays. The CEO is instructed to see that clothing remains appropriate and maintains our standards of service to the community. The CEO shared details on the Anniversary Breakfast on October 3, the end of paid COVID-19 paid time off scheduled for July 31, 2025, and the performance of the new room booking and event registration system that launched on September 4.

Committee Reports

None

Old Business

None

New Business

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 (Bard, Mehta) passed 5-0.

Motion to amend the Nursing Employees' Accommodation Policy (Bard, Mehta) passed 5-0.

Period for Public Expression

None

Personnel Report

None

General Discussion

None

Executive Session

Motion to enter into Executive Session to discuss a personnel issue (Bard, Plotke) was made at 9:06 pm and passed 5-0.

Motion to exit the Executive Session (Plotke, Aptowitz) passed 5-0 at 9:35 pm.

Motion to adjourn at 9:35 p.m. (Bard, Aptowitz) passed 5-0.