

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

October 21, 2024

Hauppauge Public Library

Present

Mr. Stephen Bard
Ms. Nayana Mehta
Mr. Ralph Plotke
Mr. John White
Mr. Matthew Bollerman, Chief Executive Officer
Ms. Fran Palumbo, Head of Adult Services

Guests

A library administration
student

Excused Absence

Mr. Julian Aptowitz

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

Motion to accept the Minutes of the September 16, 2024 Board Meeting (Plotke, Bard) passed 4-0.

Treasurer's Report

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the October 21, 2024 operating warrant \$254,007.29 (Plotke, Mehta) passed 4-0.

Correspondence

None

Chief Executive Officer's Report

Fran Palumbo, Head of Adult Services reported on the September outdoor concert, results of Library Card Sign Up Month, and the first Fan Fest. Over 400 people visited the Library to see the legos, characters and vendors. Plans for next year are underway. Trunk or Treat is scheduled for Friday, October 25 with 25 vehicles signed up. On Sunday, December 8 a new event, Giving Glimmer, will have a concert along with hot chocolate, present wrapping and more. The CEO reported on the Dolly Parton Imagination Library. The Board agreed to offer it to our youngest guests. The CEO reported on National Friends of Library Week, being asked to participate in the New York Library Association Developing Leaders Program faculty, the sign application being filed, and a new deposit box being installed for book donations in our parking lot. The Board agreed to the carpet proposal for new children's area carpeting and some furniture changes there. The CEO was directed to request from the Town of Islip to suspend the driveway use agreement. A

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Board and staff planning session on ideas for what we can do at Hidden Pond Park is scheduled for noon and 7 pm on Monday, January 13. The CEO shared the latest on the updates to the Employee Safety and Emergency Actions manual, including training being scheduled for staff to give feedback on the actions and procedures being asked of them in the manual. Also, every hour the Library is open a Person In Charge is sitting at the Children's and Teen Services Desk to be the first point on contact for issues that may arise. Continued training will be forthcoming after this initial round. The Board agreed to close the Library either partially or all day on Wednesday, February 26 for staff development. The search for our new full-time Librarian I (Children's Services) continues.

Committee Reports

None

Old Business

None

New Business

The CEO shared the Suffolk Cooperative Library System Draft FY2025 Annual Budget and back up materials. The Board will be asked to vote on the budget at their November meeting.

Period for Public Expression

None

Personnel Report

Motion to accept the personnel report (Bard, Plotke) passed 4-0.

General Discussion

The CEO shared two articles about New York State reading test scores and another about weeding practices in libraries.

Executive Session

Motion to enter into Executive Session to discuss Matthew Bollerman's job performance (Plotke, Mehta) was made at 7:56 pm and passed 4-0.

Motion to exit the Executive Session (Plotke, Bard) passed 4-0 at 8:10 pm.

Motion to adjourn at 8:13 p.m. (Plotke, Bard) passed 4-0.