

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

December 16, 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

Excused

Ms. Nayana Mehta

Mr. White called the Meeting to Order at 7:01 p.m.

Motion to accept the Minutes of the November 18, 2024 Board Meeting (Plotke, Aptowitz) passed 4-0.

Treasurer's Report

The Chief Executive Officer reviewed the reports with the Board.

Motion to accept the December 16, 2024 operating warrant \$232,984.21 (Plotke, Bard) passed 4-0.

Correspondence

None

Chief Executive Officer's Report

Catherine Berntsen, Head of Collections, Volunteers and Staff Learning shared the following updates. She is working to right size the collection to the needs of our community. This includes reducing titles that are not being used along with shifting collections. She has been managing the transition to a demand based system for museum passes and the library of things. She has been helping staff be more consistent in printing registration lists, instituting the daily notes process, and working on person-in-charge scheduling. She also shared the recent plans for a time-lapse video for the carpet replacement project in Children's that Christa is overseeing and the success of the a Wicked-inspired video recently made and the gift wrapping station. The CEO will be attending Advocacy Day on February 5 in Albany, NY. Preparations for the April 8 Annual Library Vote have begun with Mike Buturla who will be running it. Our next major event is the Winter Festival scheduled for Sunday, February 16 from noon to 3 pm.

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The Hidden Pond Park Visioning sessions are scheduled for the Board and staff on Monday, January 13 at noon and 7 pm. The Hidden Pond Park Driveway Use Agreement should be terminated in 2025. The Assistant Town Attorney informed the CEO of work to create a new access point would begin in April 2025 and would make the driveway no longer needed. The Children’s Carpet Replacement project has begun and is on schedule to be completed before Christmas. There is an initial payment to Emtec and a signed agreement for them to explore our current site lighting and suggest ways to improve it. Signwave is preparing the variance application to the Town of Islip for our permits. Jill and Matt offered the Children’s Services Librarian full-time position to Chrissy Coyne. On November 21 two Safety Trainings occurred for staff. A third one is being scheduled for January. A report on the outcomes is enclosed. The Staff Development day has been moved from February 26 to March 11 to accommodate the schedule of the speaker.

Committee Reports

None

Old Business

None

New Business

The Chief Executive Officer presented a draft of the 2025/26 operating budget. The budget attempts to address the increase in minimum wage beginning on January 1, 2026, increases in medical insurance, retirement contribution, rent, property taxes and other areas impacted by inflation. In addition, there is an added full-time Digital Services Librarian position, along with more hours for part-time Children’s Services librarians, pages and salary increases for all staff. The Board asked follow up questions and will consider the budget at their upcoming meetings.

Period for Public Expression

None

Personnel Report

Motion to accept the December 16 personnel report (Bard, Aptowitz) passed 4-0.

General Discussion

The CEO spoke about the role the Library could play in educating the community about library -specific topics and ongoing needs for financial assistance from government agencies. The Board agreed to pursue this path of education and asking for community members to sign up to be advocates.

Executive Session

None

Motion to adjourn at 8:32 p.m. (Bard, Plotke) passed 4-0.