

Minutes  
Meeting-Board of Trustees  
Highland Public Library  
30 Church St  
Highland, NY 12528  
Thursday, January 28, 2016

In attendance: Library Trustees-Fran Brooks, Nancy Hammond, Joanne Loewenthal, Mark McPeck, Melissa Burdash. Library Director-Julie Dempsey. Excused-Eric Norberg, Darlene Plavchak. Friends Liaison Angela Grieco

- I. Call to Order 6:04pm
- II. Pledge
- III. Minutes-Move to accept-N. Hammond, second-J. Loewenthal, approve-all.
- IV. Financial Report- Unpaid Warrant List- Move to pay unpaid bills in warrant. Move-N. Hammond, Second-F. Brooks, Approve-all.
- V. Director's Report-
  - A. Accountant Update-there was a merger with our accounting company. Concerns arose, contract was reviewed, problems seem to have been resolved. In the interest of time, Lisa fills out one sheet of expenses to be entered into Quickbooks, accountant enters, Julie makes out the checks. We are looking at BPD to oversee and track (\$, services, products) for construction project. Possibility of bringing someone in as "treasurer" for day to day dealings. Management report for December is not as all-inclusive as last month, Julie will try to find the correct report to present next meeting.
  - B. New Logo/Web page-Brand book in google drive . Website rollout hopefully March 1. Will be reflected on Mobile app as well.
  - C. Advocacy Day-3/2/16-Julie will attend event on 3/1 and 3/2. Looking for same increase that education gets. Asking patrons to calculate how much the Library saves their family each year and post pictures to be presented at meeting.
  - D. March Meeting-falls during Spring Break. To accommodate BOT members being away, meeting will be changed to March 17, 2016.
  - E. Budget time-Eric and Julie will meet to go over and make adjustments as needed.
  - F. Zinio-Magazine subscriptions can be downloaded with Library card. 94 current titles, county money will go toward the cost, may add some children's selections as well. Can be done from Library home page-download app, then you can borrow.
- VI. New Business- none
- VII. Old Business
  - A. Zumtobel- no update, Paul will meet with them on Monday
  - B. Time tracking-seems to be going well.
- VIII. Committee Reports

- A. Fundraising- need tax exempt form to start tile project. Donation from David and Dee Burdash, Considering another Vine Van Gogh as per patron requests.
  - B. Finance- n/a
  - C. Construction- n/a
  - D. Special Events- n/a
- IX. Friends Liaison- Meeting cancelled due to storm prediction. Raffle raised around \$1000. Fundraising committee will be meeting soon.
- X. Adjournment- moved by N. Hammond, second F. Brooks, approve-all. 7:16pm