



Minutes of Reorganization Meeting  
of the Board of Trustees  
Highland Public Library  
Tuesday, July 12, 2016  
30 Church Street  
Highland, NY 12528

Attending: Mark McPeck, President; Darlene Plavchak, Vice President for Internal Matters; Nancy Hammond, Vice President for External Matters; Fran Brooks, Corresponding Secretary; Joanne Loewenthal, Construction Chair; Julie Dempsey, Library Director

Absent: Eric Norberg, Melissa Burdash

The meeting was called to order at 6:00 p.m.

The members recited the Pledge of Allegiance

Guest: Alan Barone, Construction Manager

### **Bid Procedure**

Due to a misunderstanding about the bid process, Al Barone was invited to discuss the Public Bidding Law with the Board Members and Peter Paulson, Production Manager, Selux Corporation. According to the Law, we must select the lowest bidder (even if they are out of state) for each project unless there is some specific reason why that company should not be chosen. A company cannot be listed as proprietary (that is made by a sole manufacturer). The bid letter can say "Manufacturer plus an equal" for the basis of design.

Electricians go out to their suppliers and use their information to give a quote.

Al indicated that we have not gone out to bid yet. The bid letters are scheduled to go out on the 22<sup>nd</sup> of July.

### **Building Update**

The Construction Manager has the General Construction, HVAC, Plumbing and Fire Protection drawings. The Electric and Site drawings should be available soon.

The Summary of Work should go out soon.

Five days before the bids are submitted, the Construction Manager will take questions from all companies that indicate they will submit a bid.

**Fundraising:**

Comic Con will take place on July 23 and 24<sup>th</sup>, 2016 at the Mid-Hudson Civic Center in Poughkeepsie. Volunteers are needed.

**Reorganization:**

The proposed Board of Trustee Officers for the 2016-2017 year are as follows:

Joanne Loewenthal, President

Darlene Plavchak, Vice President for Internal matters

Nancy Hammond, Vice President for External Matters

Eric Norberg, Finance Officer

Frances Brooks, Recording Secretary

Melissa Burdash, Corresponding Secretary & Fundraising Chair

Mark McPeck will work with Julie on Technology Matters

Nancy moved that the Secretary cast one vote for the proposed slate of officers. The Secretary cast one vote for the slate of officers as proposed. All were in favor.

The following were chosen as the Bank, Newspaper, Legal Representation and Accountants for the 2016-2017 year

Bank – M&T

Newspaper – Poughkeepsie Journal for legal notices; all others will be placed in the Southern Ulster Times

Legal Representation – WOH (Whitman Osterman & Hanna, LLP)

Accountants – PKHB (Pattison, Koskey, Howe & Bucci, CPA's, P.C.) represented by Scott Lang

The dates for the Board Meeting for this year are: 7/21/2016; 8/25/2016; 9/22/2016; 10/27/2016; 11/17/2016; 12/15/2016; 1/26/2017; 2/23/2017; 3/23/2017; 4/27/2017; 5/25/2017; 6/22/2017.

Julie will send out a Calendar of meetings. The Meetings will continue to be on the fourth Thursday of each month except for Holidays. There is a meeting on July 21<sup>st</sup> for bid packets.

Nancy made a motion to adjourn; Mark seconded. The meeting adjourned at 6.51 p.m.

The next meeting will be on Thursday, July 21, 2016 at 6:00 p.m. at The Library.