



Minutes of Meeting of the Board of Trustees
Highland Public Library
Thursday, October 27, 2016
30 Church Street
Highland, NY 12528

Attending: Joanne Loewenthal, President; Darlene Plavchak, Vice President for Internal Matters; Eric Norberg, Financial Officer; Frances Brooks, Recording Secretary; Melissa Burdash, Corresponding secretary; Mark McPeck, Technology; Julie Dempsey, Library Director

Absent: Nancy Hammond

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

The members recited the Pledge of Allegiance

Eric moved to accept the Minutes of the September 23, 2016 meeting; Darlene seconded. All were in favor.

Financial Report

Eric moved to accept the Financial Report as received. Fran seconded. All were in favor.

Eric moved as follows: Be it resolved to approve the warrants attached for operating expenses for the month of October, 2016. Darlene seconded. All were in favor.

Joanne moved as follows: Be it resolved to approve the warrants listed below for the capital construction project as presented for payment October 31, 2016. Eric seconded. All were in favor.

- Arris Contracting – GC services - \$51,971.65
- Barone Construction Group – CM services \$7,200
- Barone Construction Group Trailer and printer for site – \$566.32
- Whiteman Osterman and Hanna – Legal Services, Contracts - \$1,080
- Profex, Inc for sitework - \$68,495 (as soon as the contract is signed or our Counsel gives us the green light)

Fran moved to go into Executive Session, Eric seconded. All were in favor. The Board went into Executive Session at 6:05 p.m.

Mark moved to come out of Executive Session, Eric seconded. All were in favor. The Board came out of Executive Session at 6:50 p.m.

Joanne moved as follows: Be it resolved to accept the Highland Library Personnel Policy. Eric seconded. All were in favor.

Eric moved as follows: Be it resolved to accept the Library Director - Statement of Salary and Benefits. Darlene seconded. All were in favor

Director's Report

Joanne and Julie attended the MHLS Annual Meeting held October 14, 2016 at the FDR Wallace Center. We received an award for Community Involvement

Construction and Financing

The original dates of the BAN were sale date November 3, 2016 and closing date November 17, 2016. They have been changed to sale date November 18, 2016 and closing date November 30, 2016.

We do not have to pay for the appraisal of the existing Library building; only the buyer has to pay for it. (saving us about \$2,500). The appraised value of the existing Library should be in the \$225,000 to \$250,000 range. We should try to find a local broker who will come in at a lower cost to do the appraisal. Missy will contact a local broker that she knows.

Construction:

There are usually 11 or 12 people at the Construction Meetings. Arris Contracting (the General Contractor) is coming on board. Site work is being done. There are some issues with the Town Water and Sewer Administrator (Adam Litman). He is concerned about our putting in pipes and valves and then the Town becomes responsible for them. They want to be included in any discussions/work on the pipes.

At approximately 7:00 p.m. Eric left the Board Meeting; however, we still have a quorum.

Instead of using a company like Morse Associates, we would like to hire our own inspectors. Missy will work on that.

The walls of the new Library are being assembled in a warehouse and will be installed on site. That should save us \$10,000 +.

A neighbor put something on Facebook about hearing noise and seeing debris at the Library site. We will make sure debris is picked up and doesn't go beyond the fence.

Mark moved to hire Caitlyn Stever as Youth Services Programming Library Assistant to replace Terra Thompson as of October 31, 2016 at a rate of \$17.00 per hour. Missy seconded. All were in favor.

Fran moved as follows: Be it resolved to accept the donation from the Gaffney Family. The gift will be from the John Gaffney Family, however, they want the naming to be for Patricia Gaffney Weiss who served on the Library Board for a number of years and Marguerite Gaffney who was an active member/volunteer of the Nurse Committee. The Nurse Committee used the Highland Library for their community service outreach programs. Missy seconded. All were in favor.

The Automation Agreement with the Mid-Hudson Library System is being updated. Fran moved as follows: Be it resolved to authorize the Library Board President to sign the Automation Agreement effective January 1, 2017. Mark seconded. All were in favor.

Polar Engraving has completed the advertisement for engraving the Tiles for the new Library Building. However, the first sentence is clunky and needs to be revised. Missy will do the revision.

Missy has a conflict with the day of the Board Meetings (Thursday). She has accepted a new job and will be working in Kingston on Thursdays and could not attend the Board Meetings until 6:30 or closer to 7:00. In order to give Missy some time to adjust to her new job, the Board decided to take a wait and see approach.

Missy moved to adjourn; Mark seconded. The Meeting adjourned at 7:25 p.m.