



Minutes of Meeting of the Board of Trustees
Highland Public Library
Tuesday, July 21, 2016
30 Church Street
Highland, NY 12528

Attending: Darlene Plavchak, Vice President for Internal Matters; Nancy Hammond, Vice President for External Matters; Frances Brooks, Recording Secretary; Melissa Burdash, Recording Secretary Julie Dempsey, Library Director

Absent: Eric Norberg, Joanne Loewenthal

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

The members recited the Pledge of Allegiance

Guest: Robert Schofield, Esq. (Whitman Osterman & Hanna, LLP)

Bid Procedure

Bob Schofield discussed the bid process. All documents have been reviewed. The Form of Contract, bid forms go out the week of July 25, 2016. They will be opened on August 23, 2016. The Construction Manager will go through them and make recommendations to the board who will then award the project to the lowest bidder. Bids have to be open for 45 days. Any changes that have a cost associated with it (such as a couple of thousand dollars) must be approved by the Board of Trustees of the Highland Library.

Nancy made a motion to authorize the Architect and Construction Manager to send out the documents by July 29, 2016. Fran seconded. A roll call was taken and all were in favor.

Nancy moved to approve the Minutes of the July 12, 2016 BOT Meeting. Darlene seconded. All were in favor.

Financials

The June report is completed. There are a few problems with the report. Julie and Lisa will need to do a monthly breakdown as Scott doesn't do that and Julie needs it for budgeting purposes.

Fundraising:

Comic Con is this weekend on July 23 and 24th, 2016 at the Mid-Hudson Civic Center in Poughkeepsie.

Building Update

We are still waiting for the Electric Specs.

The Building Committee met to review the bid package with attention to the All Alternatives, major changes and or updates to the final documents.

The documents have been reviewed by Legal Counsel and no further legal review if needed at this time. See Joanne Loewenthal's notes dated July 18, 2016 and attached to these minutes. Bids will be awarded at the August 25, 2016 BOT Meeting.

Gifts & Donations

Tabled until next meeting

Groundbreaking Ceremony

Scheduled for September 25, 2016 at 1:00 p.m. Nancy and Fran are co-chairs for this event.

Other

The Construction grant Paperwork goes to the Mid-Hudson Library System and they send it to the State Education Department.

A proposed resolution authorizing the Library Director to be the Chief Administrator and sign off on all documents was discussed. Nancy moved that the resolution be adopted; Darlene seconded. A Roll Call was taken that included Nancy Hammond, Darlene Plavchak, Frances Brooks, Melissa Burdash, Mark McPeck and Julie Kelsall-Dempsey all were in favor. Eric Norberg and Joanne Loewenthal were absent.

A proposed resolution to increase personnel salaries by 2 ½% as of July 1 as approved in the 2016-2017 Highland Library Budget was discussed. Nancy moved that the resolution be adopted; Fran seconded. A Roll Call was taken that included Nancy Hammond, Darlene Plavchak, Frances Brooks, Melissa Burdash, Mark McPeck and Julie Kelsall-Dempsey all were in favor. Eric Norberg and Joanne Loewenthal were absent.

Fran made a motion to adjourn; Darlene seconded. All were in favor. The meeting adjourned at 6.55 p.m.

The next meeting will be on Thursday, August 25, 2016 at 6:00 p.m. at The Library.