



Minutes of Meeting of the Board of Trustees  
Highland Public Library  
Thursday, January 25, 2018  
30 Church Street  
Highland, NY 12528

Attending: Joanne Loewenthal, President; Darlene Plavchak, Vice President for Internal Matters; Nancy Hammond, Vice President for External Matters; Frances Brooks, Recording Secretary; Melissa Burdash, Corresponding Secretary and Fundraising Chair; Mark McPeck, Assistant Financial Officer and Technology Director; Julie Dempsey, Library Director.

Absent: Eric Norberg

The meeting was called to order at 6:39 p.m.

The members recited the Pledge of Allegiance

**Financial Report:**

Fran moved and Darleen seconded as follows: Be it resolved to approve the warrants attached for operating expenses for the month of January 2018. All were in favor.

Nancy moved and Fran seconded as follows: Be it resolved to approved the warrants listed below for the capital construction project as presented for payment January 31, 2018. All were in favor.

Arris - \$58,413.47

Ashley Mechanical - \$29,031.90

Profex - \$28,600.76

ITC - \$5,715.00

BPD - \$1,608.01

Butler Rowland & Mays - \$3,359.30

**Director's Report:**

The opening went well. There were 10 Middle School kids during the first week. Today there were Middle and High School kids and a couple playing cards.

There are commemorative plaques hanging throughout the building commemorating people who made donations, purchased furniture and politicians who gave us grants.

Julie received the DASNY required preliminary grant disbursement letter from Sean Murphy for the Grants from Senator Medore and Assemblyman Skartados.

The MHLS turning outwards pilot program involves going out to the Community to see what they want for themselves not what they want from the Library. There will be 5 community meetings. Nancy and Mark volunteered plus there will be 2 Library staff Members. There will be more community involvement on what they want.

### **Grand Opening Celebration**

Fran reported that the Celebration Programs were complete and will be printed the day before the event. She sent out 115 invitations and 91 people responded that they would attend.

Darlene moved to allow the funds for the Celebration to come from the Capital Project in the amount of \$5,000. Missy seconded. Mark voted no so there were 5 yes votes and 1 no vote and 0 abstentions. Therefore the motion carried.

Missy will do a scrap book with the pictures taken by Peter Brooks and Larry Hammond at the celebration.

### **New Business:**

HVAC Maintenance:

Julie received a quote from Ashley Mechanical for \$4,500.00 per year to be paid in two instalments. We will see if this year works and then make a decision as to whether or not to contract with them again for 2019. Julie will e-mail them to see if the word “serviced” means repaired. The Board authorized Julie to sign the Agreement.

Volunteers:

Julie developed a form to be completed for anyone who wants to volunteer at the Library. There are no volunteers at the current time.

Landscaping:

Darlene met with Kate Joneitz, in the Town Supervisor’s Office, regarding landscaping. It was suggested that we get Spiney Alberta Spruce plants as they are deer resistant. Another possibility is Arborvitae. We would need 55 (4 gallon) plants for the Alberta Spruce or the Arborvitae. The Rotary will check pricing and see how much they can pay for the plants.

**Committees:**

**Construction:**

There will be a wrap-up in April.

There was a problem with a window in the adult room not closing and boards were placed over it. Arris will take care of it, but we may have to replace it.

Personnel:

No update at this time.

Fundraising:

No update at this time.

**Friends of the Highland Library:**

The Friends will have brochures at the Library to encourage people to join them. There are currently 51 members of the Friends. Leslie Benson, President of the Friends, is ordering more shirts and sweatshirts. Anyone who wants to purchase a shirt or sweatshirt should contact Leslie. The Fundraising Committee of the Friends has received funds from book sales and wreaths. Kate Collins is leaving the Friends. The Library Board would like the Friends to do a Library Fair.

Nancy moved to adjourn. Mark seconded. The meeting adjourned t 7:50 p.m.