



Minutes of Meeting of the Board of Trustees
Highland Public Library
Thursday, October 26, 2017
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; Eric Norberg, Financial Officer; Mark McPeck, Assistant Financial Officer and Technology Director; Melissa Burdash, Corresponding Secretary and Fundraising Chair; Julie Dempsey, Library Director

Absent: Joanne Loewenthal

The meeting was called to order at 6:29 p.m.

The members recited the Pledge of Allegiance

Eric moved to accept the minutes of the September 28, 2017 BOT Meeting. Darlene seconded. All were in favor.

Financial Report:

Eric moved as follows: Be it resolved to accept the financial report for September 2017 as received from Rose Turmo Woodworth, CPA. Darlene seconded. All were in favor

Fran moved as follows: Be it resolved to approve the warrants attached for the operating expenses for the month of October 2017
Missy seconded. All were in favor.

Fran moved as follows: Be it resolved to approve the warrants listed below for the capital construction project as presented for payment October 31, 2017

Arris - \$287,349.18

Ashley Mech - \$47,785.00

Atlantic Testing - \$973.00

Barone Construction - \$298.08

Butler Rowland Mays - \$

Dutchess Mechanical - \$17,575.00

Metro Sound Pros - \$45,750.00

Profex - \$204,839.31

SRI Fire Sprinkler - \$

Veith - \$74,560.75

Eric seconded with the exception of Butler Rowland Mays. All were in favor

Director's Report:

There is a new program by the New York Library Association (NYLA) where libraries will collaborate with local shareholders to create environmentally sound, socially just and environmentally responsible communities- The Sustainability initiative. Highland has signed up NYLA's Annual Conference will be November 8 – 11, 2017 in Saratoga Springs, NY

Julie distributed the Furnishing donations letter and form and they are attached to these minutes.

Volunteer List

We don't need volunteers at this point. We will need volunteers when we open to share their talents and skills for new programs

Theft

On Saturday a week ago, one of the Chrome Computer Books in the Teen Room was stolen through the back door. We can't prove who it was.

There is a private organization file cabinet that we can't take with us when we move. It was moved to the church next door.

Old Business:

Grand Opening Ceremony

Fran showed the Board Members the Journal she purchased for the Grand Opening. She also showed them 4 different designs for the invitation to the Grand Opening. The Board decided on which invitation to use. As soon as we know a date and time, Fran will begin printing the invitations. Since the Would Restaurant is catering the event and it is closed on Sunday and Monday, the suggestion was made to have it on Sunday afternoon or Monday after 5:00 p.m. This way we will not disrupt the restaurant's business. Also, the suggestion was made to have the Grand Opening toward the end of January; maybe Sunday January 21st or Sunday, January 28th from 3:00 p.m. to 6:00 p.m.

November 14, 2017 is the targeted date for substantial completion of the new Library. We need to find out if the Town officials want to speak at the Grand Opening and also to make sure they only speak for 5 minutes. We can serve beer and wine.

New Business:

There won't be a Board Meeting in November. The next Meeting will be December 5th at 6:30 p.m.

Nancy moved to plan a Holiday Party for the staff. Eric seconded. All were in favor.

Julie distributed copies of the Procurement Policy and the Fund Balance Policy. They are attached to these minutes.

Committees:

Construction Update:

The sign on the stone wall in front of the library will be changed to a lighter color so it can be seen better.

There will be a monitor displaying the Library Programs in that stone wall.

In two weeks the grids should be started

Painting will be 90% completed very soon.

Gas and Water will be installed on Monday, October 30, 2017

Electric will be completed in 2 weeks

Landscaping

Darlene needs samples of soil and needs to know about lighting for the landscaping

There are 5 Rose of Sharon trees available.

Personnel

No update at this time. We will continue to monitor what needs to be completed.

Fundraising

Cornucopia

We won't be doing it this year because it would be done during the week leading up to

Thanksgiving. We will do it next year.

Grand Opening before the Grand Opening. The suggestion was made to invite octogenarians to come and see the Library prior to the Official Opening. Julie and Darlene will work on that.

Eric moved to adjourn. Darlene seconded. The meeting adjourned at 7:43 p.m.