



Minutes of Meeting of the Board of Trustees  
Highland Public Library  
Thursday, February 22, 2018  
14 Elting Place  
Highland, NY 12528

Attending: 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, Joanne Loewenthal, Darlene Plavchak

The meeting was called to order at 6:35 p.m.

Missy moved to accept the Minutes of the January 25, 2018 Meeting; Mark seconded. All were in favor.

The members recited the Pledge of Allegiance.

**Director's Report:**

The new Library is very busy with lots of programs. However we don't have enough staff to cover all of the Programs. Fran moved to add additional staff as recommended. Mark seconded. All were in favor.

Tween night is on Wednesday until 5:00 p.m.

People can eat in the program room.

We have one volunteer and he will be put in the kids room, not the tweens room. He will also prepare crafts for the kids. He will start Tuesday February 27, 2018.

The permanent plaque for the Library is in place now and the paper one removed.

**Grants:**

Dormitory Authority of the State of New York (DASNY) – We completed the application process and it is being reviewed. We've sent in a request for the money and are awaiting their response.

Turning Outward: A step by step process developed by The Harwood Institute for public innovation. It entails taking steps to better understand communities, changing processes and thinking to make conversations more community focused, being proactive to community issues and putting community aspirations first. Four people (Board and Staff) will go through the process. We'll follow guidelines for this program to determine the following: What are our

aspirations. How will we achieve those aspirations. We will also contact other Libraries to see how they proceeded with this program.

Comic Con: iHeartMedia is dropping Comic Con because of the cost. We will however, do our own Comic Con with local vendors, artists, a Library fair, white elephant tent, food trucks and a book sale. Elting Place will be closed. The question is where will people park? That is yet to be determined.

**Financial Report:**

Fran moved and Mark seconded as follows: Be it resolved to accept the financial report for December 2017 and January 2018 as received from Rose Turmo Woodworth, CPA. All were in favor

Fran moved and Mark seconded as follows: Be it resolved to approved the warrants attached for operating expenses for the month of February 2018.

Missy moved and Fran seconded as follows: Be it resolved to approve the warrants listed below for the capital construction project as presented for payment February 28, 2018. All were in favor.

Butler Rowland & Mays - \$3,032.60

International Bronze - \$1,389.00

Atlantic Testing - \$540.00

Whiteman Osterman and Hanna - \$472.47

Moduform - \$1,983.60

**Grand Opening Celebration**

Fran indicated that we should have had a microphone and a coat rack for the Grand Opening Ceremony. She did some research and discovered that these two items could be purchased for a total of \$3,800.

**New Business:**

Annual Report – The Board was given the annual report to review. Fran moved to approve the report; Missy seconded. All were in favor.

The Library Budget vote is April 25, 2018.

There is one Trustee position up (Eric’s) and we don’t know if he will run again.

We want to do Kids Yoga.

There is still some money in the budget for additional programs and staff.

**Committee Reports:**

Construction – No Report

Personnel – No Report

Fundraiser – No Report

Missy moved to adjourn. Mark seconded. The meeting adjourned at 7:26 p.m.