



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

Attending: 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, Joanne Loewenthal

The meeting was called to order at 6:32 p.m.

The members recited the Pledge of Allegiance.

Mark moved to accept the Minutes of the February 22, 2018 Meeting as corrected; Nancy seconded. All were in favor.

**Financial Report:**

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

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

There were no warrants listed for the Capital Construction Project.

**Director's Report:**

Grants: Dormitory Authority of the State of New York (DASNY) – Paperwork is in for both grants. They have been reviewed and approved and put into OSC for a check which should be issued in mid April, 2018.

The Rotary wants to work with us with the trees and or gardens. Julie has been in touch with Tony Marmo.

Police Academy: The Lloyd Police Department is offering an 8 week class on Wednesdays from 6:00 p.m. to 9:00 p.m. Three staff members are attending.

Volunteers: Lots of people have inquired about volunteering. There is a new volunteer for Wednesday mornings. Another volunteered to loan the Library a piano.

Friends of the Highland Public Library: Julie met with the Friends' Board and had a great meeting.

Audit: Bob recommends an audit every three (3) years. Julie distributed the Audit Policy and Schedule. Second reading of policy and vote will be held at the April meeting.

Fran moved and Nancy seconded to obtain an outside audit firm at a cost not to exceed \$10,000. A roll call was taken as follows:

Nancy – Yes

Darlene - Yes

Missy - Yes

Fran – Yes

Mark - Yes

Tutors: We have had an influx of tutors leading to problems with no space for other patrons in the main room. Some Libraries have eliminated tutors, we are not there yet. Lisa has been working on a calendar and suggested updates to our policy. We now have 4 tables set in the meeting room until 5:30 PM on most days unless there is a program for tutors to use. Tutors still need to sign up.

**Old Business:**

The Library Budget vote is April 25, 2018 from 11:00 a.m. to 8:00 p.m. in the Meeting Room of the Library.

Tax Cap Override Resolution: Whereas, the adoption of this 2018-2019 budget for the Highland Public Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the Library Board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Highland Public Library voted and approved to exceed the tax levy limit for 2018-2019 by at least the sixty percent of the Board of Trustees as required by state law on March 22, 2018, the Board of Trustees meeting date.

Nancy moved, Fran seconded. All were in favor. A roll call was taken as follows:

Nancy – Yes  
Fran – Yes  
Darlene – Yes  
Missy – Yes  
Mark - Yes

Budget: Fran moved to accept the Budget. Mark seconded. All were in favor. A roll call was taken as follows:

Mark – Yes  
Missy – Yes  
Darlene – Yes  
Nancy – Yes  
Fran – Yes

Appointment of Workers: Angela Grieco and Heide Souleotis will be election inspectors for the Board of Elections. Susan Bacci will be an election helper. Julie Dempsey is Chair of the vote and Lisa Gill will be Treasurer for the vote.

The next Board of Trustees Meeting will be on Tuesday, April 24, 2018 at 6:30 p.m. prior to the budget vote.

**New Business:**

Comic Con: Caitie will organize our own Comic Con and it will be on July 21, 2018 or the following week.

Friends Book Sale: Good condition books can be donated to the Friends Book Sale. Bring them to Julie Dempsey who will contact Angela Grieco when you want to donate to the book sale.

Landscaping: Darlene indicated that she has a list of possibilities for plants for the butterfly garden and the Children's garden. She will sketch out a landscaping design. Len Auchmoody will donate top soil and manure.

The Board of Trustees went into executive session at 7:30 p.m. to discuss a personnel issue. Nancy moved to come out of executive session at 7:47 p.m. Fran seconded. All were in favor.

The Board of Trustees approved the recommendation made by Director Julie Kelsall-Dempsey to promote Caitlyn Stever to the position of Library I at a rate of \$23.000 per hour. Nancy moved to fill a part time clerk/page position at a cost of \$11.00 each. Missy seconded. All were in favor.

**Committee Reports:**

Construction – No Report  
Personnel – No Report  
Fundraiser – No Report

Darlene moved to adjourn. The meeting adjourned at 7:50 p.m.