



Minutes of Meeting of the Board of Trustees
Highland Public Library
Tuesday, April 24, 2018
14 Elting Place
Highland, NY 12528

Attending: Joanne Loewenthal, President; Darlene Plavchak, Vice President for Internal Matters; Nancy Hammond, Vice President for External Matters; Eric Norberg, Financial Officer; Frances Brooks, Recording Secretary; Melissa Burdash, Corresponding Secretary and Fundraising Chair; Mark McPeck, Assistant Financial Officer and Technology Director; Julie Dempsey, Library Director; Lisa Gill, Treasurer/ Library Assistant/
Absent: All Trustees were present

The meeting was called to order at 6:38 p.m.

The members recited the Pledge of Allegiance.

Nancy moved to accept the Minutes of the March 22, 2018 Meeting; Eric seconded. All were in favor.

Financial Report:

The Financial Report was approved at the Special Meeting prior to the regular Board Meeting.

Nancy moved and Eric seconded as follows: Be it resolved to approved the warrants attached for operating expenses for the month of April 2018. All were in favor.

There were no warrants listed for the Capital Construction Project.

Director's Report:

Grants: We received \$200,000 from Senator Amedore and \$129,000 from Assemblyman Frank Skartados. By the end of the month, Julie will apply for the rest from the Assemblyman's office.

Trees: The Rotary is giving us \$2,500 for trees. We will start with 4 foot Arborvitae from Top Seed in Milton, NY.; 33 along the parking lot on the east side and 22 along the west side. The remainder of the cost for the trees will be paid by the Library.

Gardens: A couple of people have expressed interest in helping with the gardens. A DaisyTroop also wants to help with the gardens.

We have filed an application with the Cornell Cooperative Extension for a Master Gardener to help us with the gardens. They will only send someone if it is for a teaching garden. We're waiting to hear if our application is approved.

We received \$2,500 from Sawyer Savings Bank which we will use for the gardens. Also the money we collected for the bricks will be used for the gardens.

Flag Pole: We want to put stones around the flagpole and then place pots with red, white and blue flowers around the stone. We can't plant until May 15, 2018 which is the first frost free date for planting. Len Auchmoody is donating topsoil and manure.

Springfest: May 19, 2018; Main Street; Highland from 11:00 noon to 8:00 p.m. The Library will have a table and a bouncy house from 12:00 noon until 4:00 p.m. There will be Pop Sockets (collapsible grip and stand for phones & tablets) as give aways.

Anyone who has time available to work at our table should contact Julie.

Comic Con: July 21, 2018. The Library is doing their own Comic Con this year. There will be food trucks, ten vendors in the meeting room and space for 4 – 5 in the main collection and some panels in the program room.

Book Con: Will be held in September and will feature local authors.

Old Business:

Audit Policy: Fran moved; Eric seconded to approve the Audit Policy as written: All were in favor.

New Business:

Environmental Policy: The first reading of the Environmental Policy was distributed. It will be voted on at the next meeting on May 24, 2018.

Committees:

Construction:

There are some outstanding punch list items. E.g. electric is still outstanding. Final invoices from Arris, Profex, Veith are outstanding. However, things are wrapping up and on budget.

There is a lot of interest in the old Library Building, but no offer yet.

Friends Liaison:

Angela has been collecting books for the Friends book sale. Anyone who has books to donate will need to complete a sign-in sheet with name, telephone number and e-mail address. Any books deemed not acceptable will be returned to the person making the donation.

The Friends are closing out the storage unit behind the old Library.

The next Board of Trustees Meeting will be on Thursday, May 24, 2018 at 6:30 p.m.

Eric moved to adjourn. Nancy seconded. The meeting adjourned at 7:30 p.m.