



Minutes of Meeting of the Board of Trustees  
Highland Public Library  
Thursday, June 28, 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.

Absent: All Trustees were present

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

The members recited the Pledge of Allegiance.

Nancy moved to accept the Minutes of the May 23, 2018 BOT Meeting; Darlene seconded. All were in favor.

### **Financial Report:**

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

### **Director's Report:**

Grants: We will receive the final grant from Assemblyman Frank Skartados' office on July 2, 2018. We are waiting to hear about the NYS DLD Construction Grant for 2017.

Turning Outwards Update: The committee is composed of Mark, Missy, Holly and Julie. They have completed all conversations and will discuss their findings and finalize a report.

Garden Update: We received 5 foot trees not 4 foot trees amounting to 40 + trees. The 4H Club did some weeding and planted some annuals. Sorbello's donated 2 flats of flowers. Julie and Darlene have done a lot of weeding, finding several garden snakes in the top soil. Top Seed is donating flowers and bushes.

Program Update: The Library is very active with programs. Lisa Gill's main job will be adult

programs. We will reduce her time at the front desk as much as possible so that she can complete her responsibilities for the adult programs.

Facilities Update: We mailed the HVAC company a list of issues with the A/C.

The Library needs to have a part time maintenance person. Julie will complete a plan for this individual including salary and job responsibilities.

MHLS BOT Training: There will be a Trustee Essentials training on Friday, September 7, 2018 from 9:30 a.m. – 12:30 p.m. at 103 Market Street, Poughkeepsie and Saturday, September 22, 2018 from 9:30 a.m. – 12:30 p.m. at 55 Franklin Street, Kingston. MHLS has added a new trustee training-Strategic planning and advocacy.

### **Old Business:**

Tour Policy: Julie distributed the Tour Policy for the second reading and called for a vote.

Nancy moved and Eric seconded to approve the Tour Policy. All were in favor..

Conflict of Interest Policy: All Board Members must re-sign the Conflict of Interest Policy. If not signed yet, they must be signed as soon as possible.

### **New Business:**

The Board reviewed and approved the following:

Computer Use Policy

Patron Code of Conduct Policy

Unattended Child Policy

Appointment of Donna Finch to Secretary of the Friends of the Library

Missy moved and Nancy seconded as follows: Be it resolved to approved the following Slate of Officers for the Friends of the Highland Library.

Leslie Benson – President

Heidi Souleotis – Treasurer

Donna Finch - Secretary

All were in favor.

### **Committees:**

Landscaping: Update: (see Gardening Report)

Construction: No report

Personnel: No report

Fundraising: No report

### **Friends Liaison:**

The Friends are raffling a “Cooler of Cheer” drawing to be held on July 21, 2018 at the end of comic fest.

They have received the plaque in memory of Rita Downing.

The next Friends Meeting will be July 1, 2018. A mini book sale will follow the meeting.

Nancy moved and Mark seconded to go into Executive Session at 7:05 p.m. to discuss property and personnel.

Nancy moved and Eric seconded to come out of Executive Session at 7:36 p.m.

Julie distributed salary adjustments for the Library Staff. Joanne moved and Fran seconded as follows: Be it resolved to approve the salaries effective 7/1/2018:

Holly Sgro - Children's Program Coordinator (Library Assistant II) Assistant Director - \$26.91

Caitlyn Stever; Children's Program Library Assistant - \$23.00

Sara Ottaviano; Head of Circulation/Library Assistant - \$21.53

Arlene Mahon; Senior Library Clerk/Branch Manager – Clintondale - \$22.35

Lisa Gill; Library Assistant – Treasurer - \$16.91

Toni Vinal; Clerk-less than ½ time-non-competitive - \$14.25

Genie Fernades; Clerk-less than ½ time-non-competitive - \$12.30

John Zaoutis; Library Clerk – more than ½ time - \$13.20

The following new salaries will be granted in December, 2018:

Jenna DiMarzo; Clerk/page - \$12.00

Emily Porter; PT Library Page – non competitive - \$11.10

Jessica Hammond; PT Library Page – non competitive - \$11.10

Sofia Crimi-Varoli; PT Library Page – non competitive - \$11.10

Nancy abstained from voting on the above December, 2018 salaries due to the fact that her granddaughter is on the Library staff. All others were in favor.

The Reorganization Meeting will be held on Monday, July 2, 2018 at 6:30 p.m.

The next regular Board of Trustees Meeting will be on Thursday, August 23, 2018 at 7:00 p.m.

Eric moved to adjourn and Nancy seconded. The meeting adjourned at 7:53 p.m.