



Minutes of Meeting of the Board of Trustees
Highland Public Library
Thursday, September 28, 2017
30 Church Street
Highland, NY 12528

Attending: Joanne Loewenthal, President; Darlene Plavchak, Vice President for Internal Matters; Nancy Hammond, Vice President for External Matters; Frances Brooks, Recording Secretary; Mark McPeck, Assistant Financial Officer and Technology Director; Julie Dempsey, Library Director and Melissa Burdash, Corresponding Secretary and Fundraising Chair (Late)

Absent: Eric Norberg

The meeting was called to order at 6:30 p.m.

The members recited the Pledge of Allegiance

Nancy moved to accept the minutes of the September 7, 2017 BOT Meeting. Darlene seconded. All were in favor.

Financial Report:

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

Nancy moved as follows: Be it resolved to approve the warrants attached for operating expenses for the month of September, 2017. Mark 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 September 30, 2017.

Arris - \$241,821.61

Ashley Mech - \$158,317.50

Atlantic Testing - \$585.00

Barone Construction - \$298.08

Bpd - \$1,377.50

Butler Rowland Mays - \$7,498.15

Dutchess Mechanical - \$56,050.00

SRI Fire Sprinkler - \$12,359.60

Veith - \$93,328.00

Whiteman, Osterman & Hanna - \$231.77

Darlene seconded. All were in favor.

Director's Report:

Grants – DLD – we are getting \$60,144 to be used for Generator, Hearing Loops, etc. We also received additional Legislative Assistance of \$3,000 which the BOT decided to put towards the new building.

Comic Con – The event was only one day and we netted \$8,000. We had some concerns this year and are not happy on how it is being done. Julie plans to meet with Chuck Benfer from iHeart media to discuss further.

Paver update – Polar Engraving is located in Naples, Florida and we haven't heard from them since before the Hurricane. So few businesses ordered the paving stones that we are considering no longer offering the 12x12 bricks. It was decided by the building committee the best placement of the bricks would be in the gardens in the front of the building.

MHLS – Annual Meeting of the Mid-Hudson Library System is October 27, 2017 at the Wallace Center at FDR's Presidential Library and Home in Hyde Park, NY. The Keynote Speaker is Paul Grondahl, award winning journalist, biographer and current Director of the New York State Writers Institute at the University of Albany. His presentation is titled "News Literacy, Fake News and the Job of an Informed Citizenry."

UCLA - Annual Dinner will be held at Savannah in Old Kingston on October 16, 2017 at 6:00 p.m.

Capital Donations - Donations to cover the cost of all furnishings/equipment/finishes/flooring in a specified area/room begin at \$15,000 for exterior Plaza or porch. Interior rooms will vary depending on furnishings/equipment/finishes including flooring. A plaque will be placed just inside or right outside each room listing the name (s) of all donors who contributed one of the following ways:

1) Donation for furnishings/equipment for each are/room –

Room/Area	Product	Quantity	Price ea	Specific item Donated by	General Room Donation Amount	Donor/Bequest
Outdoor Porch	Rocker	4	\$509.33			
Outdoor Porch	Bench	2	\$712.00			

Flag pole area	Flag Pole, 5 benches and lights	1	\$15,000.00	Margaret Graf (Gaffney Family)		
Adult Room	Chairs for tables	12	\$311.57		\$5,000.00	Gertrude Carlo bequest
Adult Room Reading Lounge	Morgan Chair	4	\$1,690.50			
Adult Room Reading Lounge	Emerge chair	2	\$1,332.80			
Adult Room Reading Lounge	Dalton Ottoman	4	\$301.50			
Adult Room PC area	Boote swivel chair	6	\$316.86			
Adult room reading tables	Eames 42" tables	3	\$493.36			
Adult Room PC table	includes built in data, power supply and privacy screens	1	\$3,339.00			
Conference Room	EamesTable 42 x84	1	\$3,178.00			
Conference Room	Emerge swivel tilt chairs	6	\$1,021.65			
Conference Room	LED HDTV 60"	1	\$1,250.00			
Meeting Room	Performance tilt tables 30x72	8	\$577.54			
Meeting Room	Lumin stacking chairs	75	\$163.68			
Meeting Room	Stacking cart	5	\$191.52			
Lobby	Rein Bench	3	\$715.56			
Lobby	Digital Sign	2	\$550.00	dld grant 2017	\$1,100.00	
Childrens Room	Diego 1 1/2 chairs	2	\$2,173.15	Skartados grant	\$4,346.30	
Childrens Room	Serafinita Lounge Chairs	2	\$621.30	Skartados grant	\$1,242.60	
Childrens Room	Zoon Table 36 d 20h	2	\$489.80	Skartados grant	\$979.60	

Childrens Room	Zoon Table 36 d 20h	2	\$514.65	Skartados grant	\$1,029.30	
Childrens Room	Beach Stones (hassock like)	4	\$478.25	Skartados grant	\$1,913.00	
Childrens Room	Zoon Chairs Round Back 12h	4	\$189.96	Skartados grant	\$759.84	
Childrens Room	Zoon Chairs Round Back 16h	4	\$189.96	Skartados grant	\$759.84	
Childrens Room	Zoon Chairs Square Back 12h	4	\$189.96	Skartados grant	\$759.84	
Childrens Room	Zoon Chairs Square Back 16h	4	\$189.96	Skartados grant	\$759.84	
Childrens Room	Manipulative wall	1				
Childrens Room	AWE After School edge PC	1	\$2,619.00	Skartados grant	\$2,619.00	
Childrens Room	Computer Table with magnetic end board, built in data and power supply	1	\$1,451.52	Skartados grant	\$1,451.52	
Teen Room	Serafina Lounge Chair	5	\$730.08	Skartados grant	\$3,650.40	
Teen Room	Leland Slam chairs	9	\$328.01	Skartados grant	\$2,952.09	
Teen Room	Everywhere round Table 36D	1	\$393.70	Skartados grant	\$393.70	
Teen Room	All in one PC	4	\$800.00	Skartados grant	\$3,200.00	
Teen Room	PC Tables with built in data and power supply	3	\$536.20	Skartados grant	\$1,608.60	
Teen Room	Dalton Ottoman/Table	3	\$352.33	Skartados grant	\$1,056.99	
Teen Room	Boost Hex Ottoman Small	3	\$408.24	Skartados grant	\$1,224.72	
Program Room	Performance tilt tables 30x60	4	\$828.81	Skartados grant	\$3,315.24	
Program Room	Sage Chair 15h sunset	12	\$85.84	Skartados grant	\$1,030.08	
Program Room	Sage Chair paprika	12	\$85.84	Skartados grant	\$1,030.08	\$37,182.58
Throughout	Shelving- Varies depending on size		350-1450			

Display cabinets	custom	5	\$1,350.00			

2) General donation – donor may designate which room/area they would like their donation to go toward.

All items were purchased under the NYS Contract ensuring best rate on each item and a 40 – 50% discount.

Old Business:

Construction Schedule Update – There is a target date for Mid-November for substantial completion. The Library will then be closed for up to four weeks to move the books, furniture and equipment. If we can keep the Library open part of that time, we will do so since the employees will be at the Library packing books and their own computers.

The Trailer will be moved soon to allow for grading of the parking lot.

Arris will have 100% of the dry walls up in the next two weeks and they will then start on the stone on the building.

Arris will move part of the old banister to the Conference Room in the new building. The banister dates back to the 1700’s.

Julie gave Arris the colors for the tiles.

The site fence is to come down, but we are a little concerned about vandalism once it does come down so Julie will discuss it with Al Barone.

Goals -Community Relations (For the Library Director)

Move and settle in to 14 Elting Place

Create and maintain a sustainable library following guidelines set in NYLA Sustainability initiative

Get training for staff and Board from MHLS on Community Conversations and Libraries Transform initiative

Staff education – Narcan; recertify CPR, AED and first aid

Work with police on safety and security in new building e.g. active shooter policy, code adam

Other goals for the Library are a work in progress

Sustainability – The Board needs to insure the new Library is environmentally sustainable and able to grow. To insure that it is, Julie has issued directives that there will be no paper cups in

the new building; employees will need to bring their own cups and there will be drinking fountains for the kids.

Missy has a warehouse of kitchen products to donate to the Library if it needs them.

New Business:

Be it resolved to approve the installation of AV equipment by Metro Sound Pros as per the recommendation of IT consultant Carson Block at a cost of \$95,500.

Nancy moved as follows: Be it resolved to approve the POs for the following purchases under state contracts:

Landmark Flooring – Carpet Tiles: \$23,038.64

Palmieri Furniture – Shelving: \$140,586.43

Leland International: \$11,163.35

Versteel: \$8,121.76

Arcdia: \$4,893.00

Sitonit: \$13,233.60

Cabot Wren: \$21,065.10

Herman Miller: \$46,852.77

Fran seconded. All were in favor.

POs to be reviewed and approved by Director as per policy, also state contract

OFS - \$3,371.40

Moduform - \$1,983.60

Source International - \$1,901.16

The above PO's were approved by the Director.

Nancy moved to adjourn. Darlene seconded. The Meeting adjourned at 7:45 p.m.