

Meeting-Board of Trustees
Highland Public Library
Highland, NY 12528
Wednesday, December 16, 2015

In attendance: Board Members Fran Brooks, Nancy Hammond, Mark McPeck, Joanne Loewenthal, Melissa Burdash. Library Director Julie Dempsey. Excused-Darlene Plavchak, Eric Norberg.

I. Call to Order 6:13pm

II. Pledge

III. Minutes-reviewed. Move to accept- F. Brooks, Second-J. Loewenthal, Approve-all.

IV. Financial Report-can be reviewed via Google Drive, Reconciliation available to review as well. Report reviewed, open to questions. Move to accept- N. Hammond, Second-F. Brooks, approve-all.

V. Director's Report

A. Carson-contract approved by our lawyer (this can be found in google drive construction folder).

1. Be it resolved that Julie Dempsey be authorized to sign contract with Carson as per attached document. Moved by J. Loewenthal, Second by F. Brooks, Approved by all.

2. Carson met with staff, asked for their hopes and dreams for the future library (pinterest page started as a "wish list"), explained what IT services we currently have and where there are holes.

B. New Trustee Manuals-distributed.

C. Adopt-a-family-tree still has tags available, gifts due Monday.

D. Gingerbread House-donated again this year, raffle tickets available.

VI. New Business

A. Zumtobel Lighting-Approached us after the Rotary Meeting where BOT members spoke. They are very excited to help us with lightning for the new building. The Director of Lighting Application called Nancy back and was interested in seeing plans, etc, and was referred to our architect. Paul has since been in touch and they will be working together directly.

VII. Friends Liaison- Made over \$1000 on raffle. Their December meeting is cancelled. They gave funds to be used to sponsor the after school picnic program.

VIII. Old Business

A. Time Tracking-Paychecks created a web interface for the library. Julie has been talked through how to use it, sharing with staff. Staff will be given a link so they are able to

familiarize themselves before it goes live. Will roll out the beginning of the new year. Sarah and Holly both have access to all schedules, everyone else will only see their own schedule.

IX. Committee Reports

- A. Fundraising-Gala results, discussed idea of sending out another mailing requesting donations, perhaps closely timed to the groundbreaking.

X. Other

- A. Presentation Packet-is being put together. Each Board Member should submit a short bio to Joanne so they can be included.
- B. Website is currently being updated/rebranded.

XI. Adjournment 7:17pm moved by F. Brooks, second by N. Hammond