

Highland Public Library
30 Church Street
Highland NY 12528
Minutes-Thursdays, October 29, 2015

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

- I. Call to Order 6:09pm
- II. Pledge
- III. Minutes- Move to accept-N. Hammond, second-E. Norberg, approve-all.
- IV. Financial Report-move to accept-E. Norbert, second-N. Hammond, approve-all.
- V. Director's Report:
 - A. NYLA-CE on balancing books and policies
 - B. Grant progress-DASNY-asked what we can use grants for, can you use to pay down the bond (we can but toward the BAN but once it goes to BOND you can no longer apply it).
 - C. Funding in construction grant application for generator (not included in the bond)
 - D. Employee Time Tracking- online software-attendance, schedule, time clock. "Tracksmart" will approve/deny time off, hosted online. Will do trial.
 - E. Harvest Fest-Pumpkins to decorate were donated, book sale hosted by Friends
 - F. Halloween in the Hamlet-relocated to the Church, Terra assisted
 - G. Cleaner-Mike Ranken. Spelling out specifically what he would do, ok with monthly billing. So far he's working out well.
 - H. E Rate-extra charge from phone bill that goes to library and school for tech. Now the program is phasing out. Based on income/need/request. Payoff is not worth the time, but someone has offered to put in the work for free for now, minimal fee later. All computers must be web-filtered to be eligible.
- VI. New Business
 - A. DASNY update-covered above
 - B. Timetracker-covered above
- VII. Old Business
 - A. IT Consultant contract- Contract needs to be reworked to be more specific.
- VIII. Committee Reports
 - A. Fundraising-Upcoming Cocktail Party, Tiles for Children's Room bathroom.
 - B. Finance-n/a
 - C. Construction-n/a
 - D. Special Events-n/a
- IX. Friends Liaison- Vineyard Commons want to help, hoping existing Friends and potential new members can work together toward the common goal.
- X. Adjournment- 7:57pm. Moved-N. Hammond, Second-E. Norberg.