



Minutes of Meeting of the Board of Trustees
Highland Public Library
Thursday, January 26, 2017
30 Church Street
Highland, NY 12528

Attending: President pro temp; Darlene Plavchak, Vice President for Internal Matter; Nancy Hammond, Vice President for External Matters; Frances Brooks, Recording Secretary; Melissa Burdash, Corresponding Secretary & Fundraising Chair; Mark McPeck, Technology; Julie Dempsey, Library Director

Absent: Joanne Loewenthal, Eric Norberg,

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

The members recited the Pledge of Allegiance

Nancy moved to accept the minutes of the December 15, 2016 Board Meeting. Mark seconded. All were in favor

Mark moved to accept the minutes of the December 20, 2016 Special Board Meeting. Nancy seconded. All were in favor.

Financial Report:

We received the last Financial Report from our current CPS's

Beginning March 2, 2017, the Library will hold a special Board Meeting on the first Thursday of the month until the new Library is completed. The time is still to be determined; however, there was some discussion about having the meeting at 4:00 p.m. or 4:30 p.m.

Fran moved as follows: Be it resolved to accept the Financial Report for December 2016 as received from Scott Lang of PKHCB CPA. Mark seconded. All were in favor.

Fran moved as follows: Be it resolved to approve the warrants attached for operating expenses for the month of January, 2017. Nancy seconded. All were in favor.

Fran moved as follows: Bet it resolved to approve the warrants listed below for the capital construction project as presented for payment January 31, 2017. Nancy seconded. All were in favor.

Director's Report:

The grants from Senator Amedore and Assemblyman Skartados are in DASNY financial review process. We are awaiting a budget breaking down how those funds will be spent from the Rich Horsch at Butler Rowland Mays to send to DASNY.

We are working at getting paperwork for ERATE funds (which are funds from the Government to provide to the nation's schools and libraries).

Old Business:

Rose Turmo Woodworth from O'Connor Tax Services in Kingston is our new CPA.

Construction update:

New water line installed, storm line installed.

Highway Superintendent gave approval to install utilities as allowed by weather.

Listing of Current Building:

John Quinn called Julie about listing the current building. There was some discussion about putting it on the market now. The downside is if we sell it and the new Library building is not complete, what do we do. However, if we wait until the new building is completed, we could lose out on an opportunity to sell it. The Trustees all believe that now is the time to advertise that the building is for sale. It will be stipulated that any closing will have to wait until November.

Fran moved to put the Highland Public Library at 30 Church Street, Highland, NY on the market now. Missy seconded. A roll call was taken with the following results:

Darlene	Yes
Missy	Yes
Mark	Yes
Fran	Yes
Nancy	abstained.

The assessed value is \$311,000. Having no official appraisal and basing the value on comparable sales the BOT agrees to list the current building for \$250,000. Julie will contact John Quinn.

New Business:

The Trustees will review the first draft of the Meeting Room Policy. There will be two more reviews if needed otherwise the Board will vote at the February Meeting on approving the

Policy. The Meeting Room will only be available for use by local community organizations. As per #9 in the Policy (“Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found”), a picture will be taken of the Room prior to use.

The BOT agreed to have a cornerstone built into the new library by the front door. Julie will contact Meghan at Butler Rowland Mays.

Friends of the Highland Public Library:

Some of their meeting have been cut out. The fundraising group has taken over. Students from Highland High School want to have a massive Book Sale. If that happens, any books left over will go to a needy community.

Friends of the Highland Public Library will help market the bricks that are for sale.

Fund Raising Committee:

There was some discussion about selling LuLaRoe Leggings. They are the current craze in leggings. Missy has a friend who is a consultant and offered to organize a multi-consultant sale as a fundraiser. Each consultant will donate a portion, then the parent company also makes a donation after the fact. We’re looking to do it at the church next door. (the above description provided by Missy in an e-mail dated February 4, 2017). Missy will look into this further.

Nancy moved to adjourn. Mark seconded. The meeting adjourned at 7:43 p.m.