



Minutes of Meeting of the Board of Trustees
Highland Public Library
Tuesday, April 25, 2017
30 Church Street
Highland, NY 12528

Attending: Darlene Plavchak, Vice President for Internal Matters; 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: Eric Norberg, Joanne Loewenthal

The meeting was called to order at 6:40 p.m.

The members recited the Pledge of Allegiance

Nancy moved to accept the minutes of the March 23, 2017 Board Meeting. Mark seconded. All were in favor.

Nancy moved to accept the minutes of the April 6, 2017 Special Meeting; Mark seconded. All were in favor.

Financial Report:

There was nothing out of the ordinary in the 2017 – 2018 budget. While the Internet budget was a little higher than expected, other line items were lower. We have \$100,000 left in the 2016-2017 budget to cover the next 2 months.

Fran moved as follows: Be it resolved to accept the financial report for February 2017 and March 2017 as received from Rose Turmo Woodworth, CPS. Nancy seconded. All were in favor.

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

Director's Report:

Springfest

May 20, 2017 from 11:00 a.m. – 8:00 p.m. This is the last year we can have our participation in Springfest on our own property. Next year we will need to get our own table in town as we will be in the new Library on Elting Place.

The Friends of the Highland Public Library will be having a book sale at Springfest and a jumpy castle at the Brooks & Brooks parking lot. We are expecting more vendors than in the past.

E-Rate update:

Carson Block Consulting, Inc. has completed a technology report of what we need in the new Library. They had previously completed Technology Visioning & Recommendations; a Technology Program Plan and an Opinion of Probable Costs for technology for the new Library. If site visits are required, actual expenses will be billed to the Library. While they expect to do a lot remotely, since Carson Block is located in Colorado, it is anticipated that expenses for each trip would not exceed \$1,500.

Fee Schedule and Timeline are below:

Begin Scope of Work (March – April, 2017)	\$4,000
Project Midpoint (June 30, 2017)	\$4,000
Project Completion (September 30, 2017)	\$4,000
Total	\$12,000

Julie recommended we hire them. Mark moved to hire Carson Block Consulting, Inc. Missy seconded. All were in favor.

We qualify for a 60% reduction because of amount of free and reduced school lunches in the school district.

Teen and parent/guardian contract:

We have a Teen Area Policy that includes , but is not limited to:

- The Library assumes no responsibility for the care and supervision of children. Parents or caregivers must supervise the behavior of their children.
- A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges and will be subject to financial liability for damages.
- Any form of harassment directed at library customers or personnel will not be tolerated.
- Any behavior that is disruptive to library use and service is prohibited.
- Willful destruction or stealing of library property and/or materials is illegal.
- Any rules broken in a larger group will affect everyone in the teen area.
- The staff may suspend the library privileges of a patron, including access to activities, services, or facilities, without prior approval of the associate director if the situation is a serious offense and constitutes a violation of Highland Public Library policies.
- After three warnings, a teen will be asked to leave for the day. If the behavior continues, they may be suspended for a longer period of time. You have the right to appeal a suspension by writing to the Library Director within 14 days of suspension.

The above policy does not represent a change in policy, but is a reminder of the current policy.

Pavers:

The first order has been received. We have different sizes, some with and some without clip art. They are being stored on the back staircase on shelves.

New Business:

There will be a special meeting of the Board of Trustees to approve the warrants on May 4, 2017 at 6:30 p.m.

Committees:

Personnel Committee:

The evaluation form for the Library Director has been completed. All Board Members were in favor of using the Evaluation Form. Each Board Member will complete the form and give it to the President of the Board by May 15, 2017. The President will then summarize the evaluations for the May Board Meeting. The evaluation will then be presented to the Library Director at the June Meeting.

Fundraising Committee

Missy is looking into a Puppy and me 5K or walk/run fundraising event. This event allows participants to run or walk with their dogs. In addition to raising funds it would promote physical exercise and socializing with runners, walkers and dog lovers in a fun community event-all for a good cause.

Construction Committee:

The walls for the new Library were supposed to be installed today (April 25, 2017). The weather prevented that from happening. Half of the roof is installed. The target date for completion of the Library is September 30, 2017. However, the Library won't be open to the public until November, 2017.

The infrastructure is pretty much completed.

Footings are all done.

Trash dumpster and the pad for the book shed had to be moved slightly due to big rocks. It would have been too expensive to move them.

Water, sewer and electric all completed.

Julie showed colors for the following:

Outside shutters; ceiling; trim; children's bathroom floor; children's bathroom walls; children's bathroom counter top; children's area; main rest room wall tiles; staff area; counter top in kitchen; flooring in the kitchen; adult room; program room for children as well as various carpet samples.

Friends Liaison:

The Friends collected over \$200 on the bake sale from the LulaRoe fundraiser. They are looking for volunteers for Springfest and other projects. A member of the Friends has 5 Rose of Sharon trees to donate to the new Library building.

Nancy moved to adjourn. Fran seconded. The meeting adjourned at 7:35 p.m.