

Minutes
Meeting-Board of Trustees
Highland Public Library
Thursday, October 25, 2018

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

Call to Order 6:02

Pledge

Minutes: From July 26 and Sept 27. Move to accept Nancy, Second Eric, Approved All.

Financial Report:

- A. Be it resolved to accept the Sept 2018 financial report as prepared by Rose Woodworth, accountant.**
 - a. Moved-Nancy, Second-Eric, Approved-all**

- B. Be it resolved to approve the warrants attached for operating expenses for the month of October 2018**
 - a. Moved-Fran, Second-Eric, Approved-all**

Director's Report

MHLS Annual meeting award-Friday 11/2. Eric, Missy, Darlene and Julie will attend. HPL will receive an Outstanding Accomplishment Award.

Touch a truck-bad weather, first year, still had a great time and a pretty good turnout. Pavers-installed!

Date stone, gutters, roof rails- will be started late this week, early next week. Gutters need to be tied into the inside piping so there will be no downspout.

Generator-RFP required-In DLD grant, must be complete by 6/30/19. Estimate is \$65k-will allow us to be a neighborhood resource during power outages. Grant was for \$10k, working on getting some more grant money for it.

Old Business

Church Street sale- DONE!!

Second reading of opioid prevention policy and procedure. Moved by Nancy, Second by Fran, approved by all.

Second reading of Vulnerable Adults policy. Moved by Fran, Second by Eric, Approved by all.

Second reading of Fixed Assets Capitalization Policy. Moved by Fran, Second by Eric, approved by all.

Sexual Harassment Policy was already voted on and accepted electronically due to time constraints.

Friends Appreciation Month-this month. Will provide goodies for this month's meeting.

Staff recognition-recognizing benchmark years of service for Lisa, Arlene, and Julie. Presentation and celebration at the end of this meeting. Congrats, ladies!

New Business

First reading Display Exhibit policy-read, discussed, revisions suggested.

First reading Bulletin Board policy-read, discussed, no revisions required.

New Trustee Handbook-Trainee Committee- new book distributed and reviewed.

Julie suggested Trustee Training-one BOT member to present a small section of the book at each meeting (5 minute review to clarify points and make sure we're all understanding and following procedures and expectations). Missy volunteered to do this starting next meeting.

NYLA conference- 11/6-11/10 Rochester. Holly, Julie, Caitlyn will attend.

Other-Our First Book Con will feature 8 local authors of different genres for meet and greets and book signings on 11/17 at the Library.

Standing Committees-Landscaping- more plants being donated (inside plants)

Friends-hoping to connect Friends to the BOT/Library via a liaison from BOT to attend Friends meetings. Eric volunteered, starting this month's meeting.

Public comments-none.

Other-Due to the ever-changing scheduling needs of BOT members, our meeting time will be changed back to 6:00 pm starting with our January meeting.

-Turning Outward-Committee will be reporting our findings back to the community members with a report to the attendees on 11/26.

Adjournment moved Fran, Second Nancy 6:51pm, followed by reception honoring Julie, Arlene, and Lisa.