



Minutes of Meeting of the Board of Trustees  
Highland Public Library  
Thursday, September 27, 2018; 6:00 p.m.  
14 Elting Place  
Highland, NY 12528

Attending: Mark McPeck, 2<sup>nd</sup> Vice President and Technology Director; Frances Brooks, Finance Officer; Joanne Loewenthal; Nancy Hammond; Julie Dempsey, Library Director.

Excused: Darlene Plavchak, Eric Norberg, Melissa Burdash

The meeting was called to order at 6:01 p.m.

The members recited the Pledge of Allegiance.

There were no minutes to be approved from the last Meeting.

**Financial Report:**

Nancy moved as follows: Be it resolved to accept the August, 2018 financial report prepared by Rose Woodworth, accountant. Joanne seconded. All were in favor.

Fran moved as follows: Be it resolved to approved the warrants attached for operating expenses for the month of September, 2018. Nancy seconded. All were in favor.

**Director's Report:**

Grants: We received the final grant money from Assemblyman Frank Skartados and Senator George Amedore. We received the NYS DLD Construction Grant for 2017 of \$62,000 + We have not received the full amount toward a generator.

Programs: The Meeting Room is busy every night.

Dawn Sutton will be having "Story Time" with 5 live bunnies on Saturday, October 13, 2018 from 10:00 a.m. to 12:00 noon.

Terry Elia is giving a defensive driving course on October 20, 2018 from 10:00 a.m. to 4:00 p.m. On October 6, 2018, the Friends are hosting the first library fair that includes a "Touch-A-Truck" event. There will be a fire truck, police car, dump trucks, tree trucks, skid steer, excavator, tow truck, etc. from 10:00 a.m. to 2: 00 p.m. and a Library Book Sale from 10:00 a.m. to 3:00 p.m.

The summer reading program did really well. More people are reading than in previous years.

Facilities Update: The only outstanding contract is with the electrician. The supplier sent the

wrong fixtures for the junior children's room. This has been rectified.

The plastic covers for the front lights all melted and need to be replaced.  
We will get gutters for the front of the building and the meeting room.  
Top Seed will install the pavers.

The Mid-Hudson Library System 59<sup>th</sup> Annual Membership Meeting will take place on November 2<sup>nd</sup>, 2018 at Locust Grove Estate. At the meeting, the Highland Public Library is getting an award for "Outstanding Accomplishment."

**Old Business:**

Joanne moved to go into Executive Session at 6:25 p.m. Nancy seconded.  
Nancy moved to come out of Executive Session at 6:35. Joanne seconded.

Turning Outwards Update: The committee is composed of Mark, Missy, Holly and Julie. The Committee will address how to put out the findings from all the discussions.

**New Business:**

Personnel Appointment: The Board approved the appointment of Johnny Lynch to Part Time Custodian/Building Maintenance position at a rate of \$16.50 per hour for 12 – 16 hours per week starting October 1, 2018. There were 38 applications for this position; 7 were interviewed and 1 was hired. Johnny currently works at the Pawling Trinity School. A background check was completed prior to the hire; the salary was based on what other school's pay. He will be on a 90 day probation period. He will work only when the Library is closed. He will have a key to the Library. We will need him for 3 hours a day every day.

Opioid Prevention Policy and Procedures: Julie presented to the Board the first reading of the Opioid Overdose Prevention Policy and Procedures to be voted on at the next Board Meeting. All staff have been trained on (IN) naloxone. It is available in the staff bathroom.

Vulnerable Adults Policy: Julie presented to the Board the first reading of the Vulnerable Adults Policy to be voted on at the next Board Meeting. There are some special needs people coming into the Library. The Library will be conducting crafts once a month and will be coordinated thru ARC

Fixed Assets Capitalization Policy: Julie presented to the Board the first reading of the Fixed Assets Capitalization Policy. There is an inventory of furniture and equipment.

Friends Appreciation Month: October is Friends Appreciation Month. October 25<sup>th</sup> is Friends Appreciation Day

Other Anniversaries: Julie has been with the Library for 25 years  
Arlene has been with the Library for 35 years  
Lisa has been with the Library for 10 years.

Nancy and Fran will work on an appropriate celebration for these people.

**Committees:**

Construction: The sub-committee met to set up close outs and finalize tallies from Rich. Also to see what we got on the Budget and what we did not get on the Budget.

**Friends Liaison:** Julie presented the Slate of Officers for the Friends of the Highland Public Library as follows:

Leslie Benson – President

Heidi Souleotis – Treasurer

Donna Finch – Recording Secretary

Rosemarie McBride- Corresponding secretary

Friends Library Book Sale: On October 6<sup>th</sup> the Friends will have a Library Book Sale from 10:00 a.m. to 3:00 p.m.

Other: Julie joined the Rotary and is already getting benefits for the Library. They meet every Wednesday at 7:00 a.m. at the Diner. They donated money for the bouncy house for the Library's Touch a Truck event.

The next Board of Trustees Meeting will be on Thursday, October 25, 2018 at 6:30 p.m.

Nancy moved to adjourn and Joanne seconded. The meeting adjourned at 7:25 p.m.