



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

Attending: Joanne Loewenthal, President; Darlene Plavchak, Vice President for Internal Matters; Nancy Hammond, Vice President for External Matters; Frances Brooks, Recording Secretary; Eric Norberg, Financial Officer; Mark McPeck, Technology; Julie Dempsey, Library Director

Absent: Melissa Burdash

The meeting was called to order at 6:33 p.m.

The members recited the Pledge of Allegiance

Nancy moved to accept the minutes of the April 25, 2017 Board Meeting. Eric seconded. All were in favor.

Darlene moved to accept the minutes of the May 4, 2017 Special Meeting; Eric seconded. All were in favor.

**Financial Report:**

There was nothing out of the ordinary in the 2017 – 2018 budget.

Nancy moved as follows: Be it resolved to accept the financial report for April 2017 as received from Rose Turmo Woodworth, CPA. Eric 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.

Nancy moved as follows: Be it resolved to approve the warrants listed below for the Capital Construction Project as presented for payment April 30, 2017.

Arris - \$191,389.85  
Ashley Mech. - \$14,250.00  
Atlantic Testing - \$585.00  
Barone Construction - \$7,498.08

Bpd - \$1,396.37  
Butler Rowland Mays - \$9,746.60  
Dutchess Mechanical –  
Profex, Inc. - \$7,125.00  
Veith Enterprises - \$5,096.75

Darlene seconded. All were in favor

**Director's Report:**

**Springfest - May 20, 2017**

There was a lot less foot traffic this year. There was a car show in the municipal parking lot which made it difficult for people attending Springfest to find a place to park.

We had two people fill out applications for bricks.

The Friends made \$50.00 from their book sale and \$200 from the Jumpie House.

In the future, the Library won't do Springfest and the Library Fair on the same weekend.

**Grants Update:**

The \$450,00 grants from Assemblyman Skartados and Senator Amedore need to go through the audit process. Then they will go to the Legislature for approval.

**Bond Sale:**

The Bond Anticipation Payoff is scheduled for June 6, 2017 with a rate of 3%.

**Staff Open Positions:**

There is a clerk position available on a part time basis; 15 – 16 hour per week at \$11.00 per hour. Also there are two part time page positions available for 10 – 12 hours per week at \$10.00 per hour.

**Staff Education:**

There is training for Library staff at a cost of \$250.00 in suicide prevention, first aid and CPR recertification in June through Ulster County.

**Summer Reading:**

We have completely revamped the summer reading program since participation has been dropping. This year we are offering a basket for prizes. For every ½ hour a child reads, they get a ticket that they put in front of the basket they want. The child who reads the most wins the basket.

**Next Meeting:**

The next Board Meeting will be June 29, 2017 at 6:30 p.m. instead of June 22, 2017.

**Old Business:**

The June 1, 2017 Special Meeting is not needed and is cancelled.

**New Business:**

Nancy and Darlene took the Oath of office on May 25, 2017 based on the elections held on April 26, 2017. Julie will notarize the forms.

**Committees:**

**Personnel Committee:**

No update at this time

**Fundraising Committee:**

We received from Hannaford \$645 from a book sale they had and we get to keep the whole amount.

Comic-con is September 9 and 10, 2017.

**Construction Committee:**

The Cement Floor is to be poured on Friday, May 19, 2017.

Nancy moved that the Board go into Executive Session at 7:40 p.m. to discuss personnel issues. Darlene seconded. All were in favor.

The Board came out of Executive Session at 8:10 p.m.

Nancy moved to adjourn. Darlene seconded. The meeting adjourned at 8:12 p.m.