

Meeting-Board of Trustees
Highland Public Library
20 Church Street
Highland, NY 12528
Thursday, November 19, 2015

In attendance: Trustees- Nancy Hammond, Joanne Loewenthal, Mark McPeck, Darlene Plavchak, Melissa Burdash, Fran Brooks, Eric Norberg. Library Director- Julie Dempsey, Guests-Scot Lang (Financial services), Angela Greico (Friends Liaison)

Call to Order 6:04

Pledge

Minutes-technical difficulties of recording secretary, not yet available.

Financial Report-Scott went over report, clarified points, discussed anticipated audit prep and expectations.

Director's Report

Programs-Young Adult and Adult-Adult coloring has been very successful. Young adults have been participating, and some kids have been joining in (side note: a couple of the "regular" kids had to be suspended for 10 days for repeated violations of policies and expectations). Picnics—have been providing healthy snacks since a lot of the "regular" kids are there from afterschool til closing.

Computer use-afterschool use by kids is increased, along with yelling back and forth. Expectations of behavior are continually addressed with them.

"Little Bit"-electronic lego-like device

Gala-57 tickets sold so far!

Adopt-A-Family-Library will adopt one family in need for staff and patrons to donate gifts. Tree will be put up next week.

VI. New Business

A. Our liaison at Paul's office has resigned, Paul will be our direct contact.

B. NYSED Status- no progress, still listed as "unreviewed"

C. IT Consulting Contract-Still awaiting contract revisions from lawyer. Meetings for Tech this week-considering digital billboard for inside the new building

D. Rotary Meeting-\$2000 to spend on books for 1st graders on community day and for regular story-hour attendees. ~180 books. Meeting brought a lot of questions for BOT representatives. Very receptive, interested in the new meeting room. Possible fundraising connection. *We will want to follow-up with them. Possibility to set up for BOT to attend and speak several times per year.

E. We need to standardize our meeting/presentation materials-have a "Road Show" for when we travel too speak with organizations, pitch for donations, etc. A deck of go-to slides that can be customized depending on who we are meeting with. Nancy will draft a rough draft for BOT to review/revise. Tabletop displays to be put together.

VII. Old Business

A. Employee Time Tracking-Track Smart free 2 week trial-Julie was not impressed. Called "Paychecks"-they will build a website, have 7 day a week help available, they will do everything. More expensive but we already use the program. Will be an additional \$99 per month, well worth the time saved.

VIII. Committee Reports

A. Fundraising- Tiles with leaves (instead of bricks) suggested by a Friend, to follow with apple tree theme. Floor mural? Contact Patty Bagnall from Vineyard Commons when we're ready to get started with this. Tiles-must be 6x6. Will order 100 to start and get supplies to set up and figure out cost. Will have a donation program for those who can't afford them.

B. Finance

C. Construction

D. Events

IX. Friends Liaison-Meeting Saturday, 11/21. Will do table/raffle for Gala, will continue through Light up the Hamlet and the Craft Fair. Drawing right before Christmas. After New Year, will be cleaning out storage shed, have mini genre-specific book sales after each meeting, as well as free books, which will be advertised.

X. Adjournment 7:22pm-Moved by N. Hammond, Second by J. Loewenthal