

Meeting Board of Trustees
Highland Public Library
30 Church Street
Highland, NY 12528
Thursday, May 26, 2016

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

- I. Call to order 6:04pm
- II. Pledge
- III. Minutes-move to accept N. Hammond, second F. Brooks, approve all.
- IV. Financial Report:
 - * Lisa and Julie have been working with Scott to wrap up fiscal year. Condensing, collapsing, rearranging things so they make more sense. We are within our budget, \$49K left as of end of April, 2 months to go, right on track. Lisa is overseeing auditing, matching up bills and payments, chasing bills and receipts, etc. Will be able to sign checks (will be primary signatory as treasurer).
 - *Tile Update- \$560 so far
 - *Quilt Raffle- \$130
 - *BAN-due the end of June. \$765,000 must be paid off. Interest budgeted is way more than actual, so excess of \$179K will go to principal. One BAN for now, hoping to BAN remaining in September to start work. Once work is close, we will bond. We can always move the 2nd BAN if needed.
- V. Director's Report
 - A. Mascot-Acorn, Chestnut, and Nutmeg the squirrels. Will be incorporated into marketing and events.
 - B. Volunteer program-community service hours: Letters of Love, trying to work something out with local nursing homes to have the kids see/work in OUR community.
 - C. Comic Book Trade Show-July 23/24 at Civic Center. We will be doing programs-Become a Super Hero, Duct Tape Craft, Robot session (teaches basic coding), make silly putty, bubble art, lots of "steam" programs (basic coding, how things connect, etc). VIP passes allow access to panels as well.
- VI. New Business
 - A. Action Document-Taylor Bozydaj will be back as a page for the summer. She will also fill in behind the desk as needed, and will help Terra with homework help. \$10/hour, 20 hours/week. Move-F. Brooks, Second-N. Hammond, Approve-All Absent-2
 - B. Request from St. Augustine's to use lot for Bazaar. Be it moved hat St. Augustine's will provide insurance and sign waiver provided by our attorney in order to use the site of the future Library for overflow parking for the Church Bazaar. Moved-N. Hammond, Second-J. Loewenthal, approve-all. We will call to have the lawn mowed beforehand.

C. June Meeting-date changed to June 16th due to Julie being unavailable due to ALA meeting.

VII. Old Business

A. Bylaw Changes- will allow for teleconferencing (Public Officers Law clause allows for it). Move to accept changes-N. Hammond. Second-F. Brooks, approve-all.

B. Focus Groups-moderator had pneumonia, focus groups have been postponed. Dates TBD.

VIII. Committee Reports

A. Personnel-n/a

B. Finance-covered above

C. Construction

1. Meeting 5/10 with architects. State Ed asked for minor changes, which have been done and approved. Now mechanical and electrical must be approved. STILL WAITING...

2. Groundbreaking estimate late September (if we have approval by mid-July).

3. Zumtobel-needs to talk to Paul. He's tried to connect, no luck yet. Decision must be made by 6/15 so we can prepare for bid if it doesn't work out. If not a straight up donation, it must go to bid.

4. Mid Hudson Grant-CM fees? Generator?

5. Design Changes-community room and staff kitchen. Starting to examine the details. Fence? Samples of flooring, tiles, lighting, etc. Talks of bringing aspects of current building into new building (Georgina's painting, photo of original building, maybe painted as a mural, maybe incorporate posts from old building into new)

6. When construction meetings end, design meetings will commence to start hashing out the details. At this point, Paul will meet with staff to make sure their needs are being met.

D. Fundraising-adult tile project? Some interest, will try to come up with something.

IX. Adjournment- 7:33 moved by N. Hammond, Second- F. Brooks.