



Minutes of Meeting of the Board of Trustees  
Highland Public Library  
Thursday, November 17, 2016  
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; Mark McPeck, Technology; Julie Dempsey, Library Director

Absent: Melissa Burdash, Eric Norberg

The meeting was called to order at 6:00 p.m. with a quorum

The members recited the Pledge of Allegiance

Mark moved to accept the Minutes of the October 27, 2016 meeting; Darlene seconded. All were in favor.

### **Financial Report**

The Financial Report has been updated so that we can see what we've spent versus our Annual Budget. We are doing well and there are no red flags. Nancy moved as follows: Be it resolved to accept the Financial Report for October, 2016 as received from Scott Lang of PKHCB CPA. Fran seconded. All were in favor.

Fran moved as follows: Be it resolved to approve the warrants attached for operating expenses for the month of November, 2016. Darlene seconded. All were in favor.

### **Director's Report**

The NYLA Conference that Julie attended went very well.

The Board was introduced to our newest staff member – Caitlyn Stever, as Youth Services Programming Library Assistant.

Our Accountants want us to pay more for their services to the tune of \$200 per month despite the fact that they signed a Letter of Agreement. After some negotiation by Julie, the increase requested was \$100 per month (\$540 per month versus the \$441 we are paying now)

Julie will contact other Accounting Firms. We will pay the \$540 as we look for some other Accounting Firm.

Julie indicated that there is a new Addendum to the Trustee Handbook.

**Construction Update:**

Members of the Highland Public Library Board met with the Town Board regarding the Library's request to waive the escrow account they want us to set up for the water and sewer inspections. The Town Board will vote on our request at the next Town Board Meeting.

We will pay the engineers at the town rate.

There was some discussion at the Construction Meeting about where to install the Electric and Gas Meters.

Alan and Julie will meet with the Telecommunications Company to discuss where phone lines will be installed.

**Old Business:**

With respect to the Director's Salary and Benefits Package, Fran will make the change discussed and will add a place for Joanne to sign it on behalf of the Board of Trustees.

The Board will need to meet in November and December to discuss approving payrolls. The November Meeting is scheduled for Tuesday, November 22, 2016 at 11:45 a.m. We will meet in the Trailer at the Site.

**New Business:**

Nancy moved as follows: Be it resolved that Julie Kelsall-Dempsey, Library Director is hereby authorized to spend up to but not to exceed \$5,000 on change orders. She will report to the Board any expenditures at the next Board Meeting. Fran seconded. All were in favor.

The Library Director recommended that the Board of Trustees authorize the appointment of Lisa Gill to Library Assistant at a rate of \$16.00 per hour. Fran moved as follows: Be it resolved that the Board authorized the Library Director to appoint Lisa Gill to Library Assistant. Darlene seconded. All were in favor.

The Library in conjunction with the U.S. Marine Corp is conducting a Toys for Tots Campaign. There is a box in the Lobby of the Library for collecting new, unwrapped Toys. Your donation means that some child will have a Christmas present this year.

Julie distributed the form for purchasing tiles for the new Library. The form is attached to these minutes.

The Board authorized Julie to set up a Staff Holiday Party and let each Board Member know what they owe her.

Nancy moved to go into Executive Session for possible Litigation. Darlene seconded. All were in favor. The Board went into Executive Session at 6:55 p.m.

Fran moved to come out of Executive Session. Darlene seconded. All were in favor. The Board came out of Executive Session at 7:08 p.m.

Fran moved to adjourn; Darlene seconded. The Meeting adjourned at 7:10 p.m.