



Minutes of Meeting of the Board of Trustees
Highland Public Library
Tuesday, December 5, 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; Melissa Burdash, Corresponding Secretary and Fundraising Chair; Mark McPeck, Assistant Financial Officer and Technology Director; Julie Dempsey, Library Director; Angela Grieco, Friends of the Highland Library

Absent: Eric Norberg

The meeting was called to order at 6:25 p.m.

The members recited the Pledge of Allegiance

Nancy moved and Mark seconded to approve the Minutes of the Special Board Meeting held on November 27, 2017. All were in favor.

Financial Report:

Fran moved and Darleen seconded as follows: Be it resolved to accept the financial report for October 27, 2017 as received from Rose Turmo Woodworth, CPA. All were in favor.

Nancy moved and Fran seconded as follows: Be it resolved to approved the warrants for operating expenses for the month of November, 2017. All were in favor.

Nancy moved and Darlene seconded as follows: Be it resolved to approve the warrants listed below for the capital construction project as presented for payment November, 2017. All were in favor.

Arris - \$139,283.30
Ashley Mechanical - \$37,601.00
Atlantic Testing - \$1,396.00
Dutchess Mechanical - \$13,775.00
Landmark Flooring - \$23,038.64
Profex - \$25,175.00

SRI Sprinkler - \$4,873.50

Veith - \$38,964.25

Director's Report:

Julie, Holly and Katie attended the New York Library Association (NYLA). They had many worthwhile programs; one in particular on "Fake News"

Donation Letter

We will not be doing a donation solicitation letter at this time because the Community is funding the Library. Perhaps we will send out a solicitation letter in 2 or 3 years.

Brick dedication

We will be doing a dedication of the bricks that have been purchased in the Spring. Perhaps with a party of tea and sandwiches. Profex is donating the labor costs to install the bricks.

Volunteer List

We may be calling on people to help with the move. The relocation truck will arrive on December 20th and move the collection and display cases. Anyone with a truck who would like to volunteer should contact Julie at 845-691-2275.

Old Business:

Julie presented the Procurement Policy. Fran moved to accept it as written. Darlene seconded. All were in favor.

Julie presented the Fund Balance Policy. Nancy moved to accept it as written. Fran seconded. All were in favor.

Grand Opening

Fran presented the Draft Program for the Grand Opening Ceremony. It was agreed that the time of the Celebration would be changed from 3:00 – 6:00 to 3:00 to 5:00. Missy contacted her daughter, Olivia who agreed to play the National Anthem along with support from Mark's daughter Kaitlyn McPeck. Julie will give some remarks and that was added to the Program. A couple of people were removed from the "Special Thank You" list and others were added. The Program was approved with these changes.

Fran handed out samples of giveaways for the celebration. After discussion, it was agreed that the lighted key chain would be ordered in the amount of 500 so that they can be used for future programs.

New Business:

Julie presented an amendment to the Meeting Room Policy. When the Meeting Room is booked, a \$50.00 refundable deposit will be charged until the key is returned to the Library staff.

Nancy moved to approve the Amendment; Missy seconded. All were in favor.

Julie contacted Adams Fairacre Farms about a Fence vs Screening Trees. For eight panels of 11 feet each, the cost would be \$4,000.

Adams recommended Alberta Dwarf Trees because they are deer resistant and low maintenance. We would need 55 of them. If we chose the 5.6 gallon trees, it would cost \$78 for each tree or a total of \$4,290.00. If we chose the 8 gallon trees, they could cost \$99 each or a total of \$5,445.00.

Julie presented two drafts of working for the Plaque. The first one was chosen. Fran requested that since this is a formal document, she would like her formal name (Frances) put on the plaque. Joanne indicated that her last name was spelled incorrectly and needed to be corrected. A copy of the approved plaque is attached to these minutes.

Committees:

Construction:

The construction of the new Library is winding down. Motion sensors and alarms are installed and should be functioning on Friday, December 8, 2017.

Julie is continuing Narcan training into next week.

December 7, 2017 is the substantially completed date.

The staff will be trained on every system

Close-out documents need to be completed and given to Julie

\$4,000 is needed for copper piping (this represents a change order)

\$3,690 is needed for extra rocks to be blasted

Exterior lights will remain on until completion

Two of the four lights around the flag pole were removed and installed by the Highland Public Library sign.

The sign is in the process of being painted a lighted color to better see it.

No cooking with oil is allowed in the building; steam table can be used

We might have a fire pit that can be taken in each night.

There was a septic odor in the Children's Room and it has been fixed

Personnel:

No update at this time.

Fundraising:

No update at this time.

Friends of the Highland Public Library:

The Friends are very happy to have their first meeting in the new Library building on December 16, 2017. The meeting begins with a meet and greet at 10:15; Meeting commences at 10:30 and a tour of the new Library will begin at 11:00.

The Friends will have a wreath sale on Friday, December 8, 2017.

The Friends indicated which shelves they want from the Old Library to be installed in the new Library.

Nancy moved to adjourn. The meeting adjourned t 7:56 p.m.