

**MEETING –BOARD OF TRUSTEES
HIGHLAND PUBLIC LIBRARY**

14 Elting Place
Highland, NY 12528
Thursday December 5, 2019

MINUTES

In attendance: Laura Finch, Nancy Hammond, Mark McPeck, Darlene Plavchak, Eric Norberg, Melissa Burdash, Director Julie Kelsall-Dempsey. Excused Fran Brooks.

CALL TO ORDER 6:00PM

Pledge

Minutes: **October 24, 2019**

Financial report:

- A. Be it resolved to approve the warrants attached for operating expenses for the month of Nov 2019. Moved Nancy, Second Eric, Approve All.**
- B. Be it resolved to accept the Oct 2019 financial reports as prepared by Rose Woodworth, accountant [To be amended to reflect the funds for the computers in Clintondale be moved from Highland capital expense to Clintondale capital expense]. Move Melissa, Second Eric, Approve All.**

Director's Report: NYLA followup-Attended by Julie, Holly, Lisa, and Caitlin. Very worthwhile, got a lot out of the program.

Seniors-came to check out our meeting space. Will be having their meetings here on the 1st and 3rd Tuesday of each month, starting in January.

Adult programs-Donna-has been doing Wednesday adult programs, going very well. Social media also going well.

Community Action. Personal item collection-thru the end of December to be donated to

Toys collection-for Highland Police Toy Drive
Green screen and polar express photos-patrons can come in for holiday photos.

New Business: Update to personnel policy-Changes to insurance offering-have not been offering family coverage, may start if not cost prohibitive. Also, review probation policy to include possible extension of probation period per supervisor discretion.

Personnel actions-See attached. David Goodrich Moved-Mark, Second-Eric Approve-all.

-Jenna DiMarzo resignation Moved-Nancy, Second-Eric, Approve-all.

-Samantha Bacchi Moved-Eric, Second-Mark, Approve-All.

Towing policy-primarily to eliminate overnight parking. Will be updated for next meeting.

Old Business:

Staff party- Friday 12/13.

Standing Committees: Facilities-No report
Personnel-no report
Trustee Training- No report

Friends Liaison- Leslie Benson/ Eric Norberg- Happy with book sale. Along with touch a truck raised ~\$1400. Will do book sale twice next year. Got rid of excess/unsaleable books. Looking to do Valentine's themed fundraiser.

Public Comments

Other-Jacobson grant money still not received. Julie will follow up.
Adjournment 6:59

Next meeting Jan 23, 2020