

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

14 Elting Place
Highland, NY 12528
Thursday January 23, 2020

MINUTES

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

CALL TO ORDER 6:00PM

Pledge

Minutes: **December 5, 2019**

Financial report:

- A. Be it resolved to approve the warrants attached for operating expenses for the month of Dec 2019 and Jan 2020. Moved Nancy, Second Eric, Approve All.**
- B. Be it resolved to accept the Nov 2019 and Dec 2019 financial reports as prepared by Rose Woodworth, accountant . Moved Eric, Second Nancy, Approve All.**

Director's Report: Seniors-have started their meetings, working out well. They're figuring things out, staff working with them to work out future programs. Meet twice a month.

Library of things-Already lend out cake pans, will add things that we use for programs-games, knitting supplies, looms, etc. Will be allowed to use sewing machines on site only. Also working on 'Binge Boxes', which groups DVDs by theme.

Social Media and web statistics show 60% increase-marked increase in interaction.

New calendar website to follow-changing to Event Keeper, easier to collect data.

SLI- Final report turned in-Sustainable Library Initiative report. Waiting to hear back.

Library advocacy Day-2/25. Julie will be attending in Albany for CE, meet and greet with Assemblyman and Senators.

May need to go into executive session to discuss library incident-moved to enter 6:08 (Move-Nancy, second-Fran)to discuss sensitive/potentially legal matter. Exit 6:18. (M0ve-Fran, second-Nancy).

New Business: Budget process beginning-Our current calendar is quite booked, including after hours. Budget includes more staff to accommodate this, as well as possibly extending hours. We are looking to coordinate with Clintondale to be more efficient with scheduling programs. We will be going over our cap (first time since 2013)

Budget vote date- Apr 22-BOT will meet 4/21.

Patron code of conduct-update-1st reading.

Old Business: Updates to personnel policy-FMLA, insurance changes. Move-Mark,
Second-Fran, Approve-All.
Parking policy-2nd reading. Move-Fran, Second-Nancy, Approve- All.
Jacobsen grant-his chief of staff was surprised to hear we hadn't received it
yet. Nancy will follow up.

Standing Committees: Facilities-No report
Personnel-no report
Trustee Training- M. Burdash- Risk Management, Policies/procedures.

Friends Liaison- Leslie Benson/ Eric Norberg- none. Will meet in Feb.

Public Comments

Other- Possibility of Book Drop inside? Julie will follow up to see if we can maybe add one to Circ
Desk.

Adjournment 7:28

Next meeting Feb 27, 2020