

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

14 Elting Place  
Highland, NY 12528  
Thursday May 23, 2019

CALL TO ORDER 6:00PM (6:21pm)

In attendance: Nancy Hammond, Darlene Plavchak, Melissa Burdash, Mark McPeck, Director Julie Kelsall-Dempsey. Meeting facilitated by Mark (standing in for Darlene at her request)

Pledge

Minutes: **April 23, 2019 Move to accept-Nancy, Second-Darlene, approve-all.**

Financial report:

- A. Be it resolved to accept the [April 2019 financial report](#) as prepared by Rose Woodworth, accountant (Presented in special meeting). Move to approve-Melissa, second-Nancy, accept-all**
  
- B. Be it resolved to approve the [warrants](#) attached for operating expenses for the month of May 2019. Move to accept-Melissa, second-Nancy, approve-all.**

Director's Report: Gutter guards- pending installment. Weather has not been cooperative, so we had to reschedule.

Mobile App-Live for iphone and android.

SpringFest-Well attended, we were a sponsor.

Staff training-currently LGBTQ seminar, there are others for Safe Harbor (Trafficking) and Teen Empowerment.

Handyman-Looking for part time or on call general handyman. (5hr per week or less) preferably with taping and painting experience.

Friends Garden is complete and lovely.

Jacobsen Press conference-held at the Library with unfortunately short notice. Sidewalk grant announced.

Staff work anniversaries recognition 2019: Sara 25 years; Toni 10 years-will plan recognition at June or July meeting.

St Augustine's Bazaar-We will be closing early on 6/20 for the Bazaar (they use our parking lot and getting in and out gets tricky, Library use is typically low then so it makes the most sense to just close a little early)

Generator-is installed and must be tested weekly. Checked with closest neighbor to see if there was a preferred time for this and will be scheduled accordingly.

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

New Business:

Director evaluation form-would like to evaluate our evaluation tool before end of Fiscal Year to see if maybe there's a form that might better suit our needs. Copies will be emailed to trustees to review, will discuss at next meeting.

Old Business: [Sexual harassment prevention policy amendment](#) (second reading and vote)  
Move to accept-Nancy, second-Darlene, approve-all.

Friends Liaison- Leslie Benson/ Eric Norberg- Summer raffle currently going on, tickets available \$5 each. Drawing in July.

Public Comments

Other

Adjournment 6:55 Move Nancy, Second Darlene.