



Minutes of Meeting of the Board of Trustees
Highland Public Library
Thursday, July 25, 2019; 6:00 p.m.
14 Elting Place
Highland, NY 12528

Attending: Darlene Plavchak; President; Mark McPeck, 1st Vice President; Frances Brooks, Finance Officer; Nancy Hammond; Laura Finch; Julie Dempsey, Library Director.

Absent:, Eric Norberg, Melissa Burdash

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

The members recited the Pledge of Allegiance.

Fran moved to accept the minutes of the June 27, 2019 Meeting. Nancy seconded. All were in favor.

Financial Report:

Nancy moved as follows: Be it resolved to approve the warrants attached for operating expenses for the month of July, 2019. Mark seconded. All were in favor.

Director's Report:

Comic Fest – over 150 people attended this year's Comic Fest and we made \$980.00. It was agreed that we won't have it on the July 4th weekend next year as we believe that kept down attendance. We also won't be doing costumes again. If someone comes in a costume, they will get a prize.

Mural – the mural is over the Children's room entrance over the trees

Repairs – The conference room has always been warm. When Julie reported it she was told that the a/c in that room hasn't been working for a long time. Between TBC (a/c control system) and Ashley Mechanical (Maintenance parts) we hope to get it fixed shortly.

There was a leak in the teen room coming from the roof. Julie contacted Firestone and someone will be here to fix it within 24 hours.

We're going to have a contract with Al Barone so we can call him when repairs

need to be made.

Digital Media Manager – This will be a competitive position. We received 38 applications. It will be for 15 hours per week at a salary of \$16.50 per hour. The typical activities will include but not be limited to: all marketing; social media; Newsletter; Signs; maintain digital archives and will also cover at night at the desk.

New Business

The oath of office and conflict of interest form were given to our newest Trustee, Laura Finch. Welcome Laura.

Trustee Workshop – There will be a MHLS Fall Trustee Education Series starting in September, 2019. Board members were invited to attend one or all of these lectures.

August Meeting – Nancy moved to cancel the August Board of Trustees Meeting. Fran seconded. All were in favor. The next meeting will be September 26, 2019.

Old Business:

Director Evaluation – The Board discussed the new Director Evaluation that Julie had distributed at the last Board Meeting. While there will need to be some discussion with our Attorney, Bob Schofield, all Board Members felt that the new Evaluation Form was more appropriate and relevant to our Library Director. We discussed the evaluation form being used every other year; comments will be at the end of the evaluation form and we will add a signature line for the employee and the interviewer.

Nancy moved to adjourn. The meeting adjourned at 6:32 p.m.