

Highland Public Library
30 Church Street Highland, NY 12528
Minutes BOT Meeting Thursday, August 6, 2015

In attendance: Trustess Mark McPeck, Melissa Burdash, Fran Brooks, Nancy Hammond, Eric Norberg.
Library Director Julie Dempsey Excused: Darlene Plavchak, Joanne Loewenthal

- I. Call to Order 6:04
- II. Pledge
- III. Minutes- Move to approve-E. Norberg, Second-N. Hammond, approve-all
- IV. .Financial Report Representative from our new accounting firm joined us. Details are still being worked out, going forward we will be updated electronically. By next meeting, the online reports should be ready and accurate. Official Financial Report deferred.
- V. Director's Report
 - a) Comic Con-Over 1600 people attended. As per our agreement with I HEART MEDIA, we will receive \$6500
 - b) New Appointees- In process of replacing a clerk. Must go through civil service, choose from eligible list. Currently waiting to hear back. Also, 2 new pages have been appointed. See attached motion. Voting was as follows: Moved: F. Brooks Second: E. Norberg In Favor: 4 Abstain: 1 (Due to personal relationship with candidates) Absent: 2
 - c) Other-Terra's fiancé has offered to redesign library website for no charge, just acknowledgements. In process.
- VI. Liaison Report-Friends will be attending our meetings to facilitate communication and coordination of events. We discussed the upcoming Vine Van Gogh event.
 - a) Book sale update-Sal Sorbello offered to load/unload books for us. Slated for 9/26-27. Annual meeting to be held 8/29at the Library at 10:15am.
 - b) In October, Hudson Fest, Harvest Fest, Dedication (10/18).
 - c) Seniors breakfast 8/31 9-11am.
- VII. New Business
 - i. Accounting recommendation- automation/electronic record keeping. Task process and distribution. Adhere to policies and procedures of NYS. Approvals should be done BEFORE, not after the bills are paid.
 - ii. Meeting date change-4th Thursday of each month so we can review bills before they are paid instead of after. **Motion to change meeting dates from the first Thursday of each month to the fourth Thursday of each month, and to change the location of said meetings from Town Hall to the Library, starting August 27th. Moved-F. Brooks, Second- E. Norberg, Approve-all.**
 - iii. Collateral Pledge-for any amount over FDIC insured amount. Bob looked it over, some changes need to be made. Authorized persons (BOT) must sign, will wait for "clean" document.
 - iv. Digital repository-Google drive so we can access al these files electronically via Library gmail account.
- VIII. Old Business
 - i. Construction Project-Geotech Report Fill was brought in, concern about affecting the foundation. Should be used for landscaping only. Should Geotech be retained? Why?
 - ii. Tree Removal-tabled.

iii. Landscaper will be contacted regarding lot upkeep.

IX. Committee Reports

Fundraising-

- i. Inflatable 5k-did not meet minimum requirement to qualify. Will try again next year with more publicity.
- ii. BBQ-Due to time constraints, overlapping events, and challenges to acquire donations/help, we have decided to cancel this event
- iii. Vine Van Gogh-moving forward. Details should be finalized this week for a 9/21 event at Nostrano Vineyards
- iv. Tiles-for bathroom in new building. Will have BOT members' kids do some samples and then start taking orders.

Finance-

Grant application due in to Senate by Monday. Need some questions answered regarding incoming grants (dates, specific uses, etc.)

Construction-

nothing further.

X. Adjournment- 7:51pm Moved-E. Norberg, Second- F. Brooks.