

Minutes
Highland Public Library
30 Church Street
Highland, NY 12528
Thursday, June 4, 2015

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

I. Call to Order 6:05

II. Pledge

III. Minutes-approved by N. Hammond, second by M. McPeck, accepted by all

IV. Financial Report

Boiler work created deficit. Julie requested that the BOT consider transferring the funds to cover the cost from the capital fund to operating cost funds.
Motion to pay back the operating fund \$10K from the Capital Fund to cover the cost of the boiler work. Moved by N. Hammond, Second by M. McPeck, approved by all.

V. Director's Report

-Summer Reading-"Every Hero has a Story". Staff will rotate wearing shirts with slogan to promote the program throughout the summer
-Book Fair-The 'Friends' have decided that instead of the planned Library Fair, they will go back to the Book Fair. Scheduled for Sept 26th. The BOT will try to follow up on some of the ideas presented for the Library Fair and use them for future fundraisers.

-Library will be closed June 8th for CPR and AED training, followed by Clean Up Day

-Springfest wrap up

-Other: Property-need to consider who will be doing maintenance/mowing on new property. Our insurance must cover this person/business right at closing.

August 29th-ceremonial groundbreaking, BBQ, chalk outline

Tree Removal-Library tree that has shifted and is leaning must be removed. Will cause damage if it falls. Also a dead tree in the back should be removed. Quoted \$1500. Will get second quote before moving forward.

VI. Construction Project- Executive Session-6:41 moved by N. Hammond, second by M. McPeck. E. Norberg joined via phone

Move to leave 7:17pm by N. Hammond, second by M. McPeck

VII. New Business

Move to swear in Fran Brooks as member of BOT effective immediately. Moved by N. Hammond, second by M. McPeck, approved by all, followed by swearing-in (Welcome, Fran!!)

Motion to appoint construction firm of Barone Construction Group as construction manager for the new library project on Elting Place.

Roll call vote-Nancy Hammond-yes

Mark McPeck-yes

Melissa Burdash-yes

Fran Brooks-yes

Joanne Loewenthal-yes

Eric Norberg-absent

Darlene Plavchak-absent

Online registration-link sent to Julie and Sara, card is created, patron emailed infor and pin to allow for borrowing electronic material. Patron will have to come in to get card to borrow physical material. First reading for new policy.

Accountant/Business Manager RFP-hire auditor for 2015-2016 cash audit

-separate from accountant/business manager

-basically a paid treasurer position, not an outside accounting firm.

-we will gather more info and revisit.

VII. Old Business

BPD Proposal-financial service offered to oversee capital project. May not need based on above search for accountant/business manager. No new info.

Comicon-contract awaiting signature

IX. Fundraising

Vine Van Gogh-push to September, date TBA

BBC-ask Mark Elia for cooking services, talk to West Ceramic about tile fundraiser

X. Other

Master Gardening Series in July, second in the fall. Kindle giveaway for summer reason. Both paid for by the 'Friends'

Construction grant-very restrictive and requirements are basically prohibitive.

September we will have 7x3 foot panels of the historic bridges on display upstairs

Library Card sign up month-local businesses will offer discount program for showing Library card.

Letters to politicians-still awaiting responses, still working on it.

XI. Adjournment 8:09pm moved by N. Hammond, second by M. McPeck