

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

14 Elting Place  
Highland, NY 12528  
Thursday April 23, 2020  
MINUTES

CALL TO ORDER 5:06pm, via video chat due to Covid-19 Pandemic

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

Minutes: **February 27, 2020- Move-Fran, Second-Nancy; March 17, 2020-Move Eric, Second Fran.**

Financial report:

- A. Be it resolved to approve the warrants attached for operating expenses for the month of April 2020. Move-Fran, Second-Nancy.**
- B. Be it resolved to accept the February 2020 and March 2020 financial reports as prepared by Rose Woodworth, accountant . Move- Nancy, Second Eric.**
- C. Resolution to authorize the repayment of loan made to the Capital Fund from the General fund during construction-Move- Fran, Second Eric.**

Director's Report: Online programs live and recorded-John is doing zoom technology classes. Holly is doing Story Time on Wednesdays. Did a survey to see what and when people want, exercise classes is top request. Caitlyn and Lisa scheduled a virtual happy hour but had no participants, will try again Pet show and tell scheduled for Saturday. Hoping to hold Community Programs on Wednesdays and Family Programs on Saturdays.

All in libraries programs cancelled through May and possibly June  
Plan for reopening is being developed. Will most likely be in stages.

Everything was deep cleaned before we closed, will do again before we open. Will determine cleaning procedures once we know when we can reopen. Working on a plan to physically space out both patrons and staff once we are able to be back in the building. Before that, we will institute curbside pickup, including for online craft programs, using lockers. MHLS is working together with area directors to formulate a plan.

New Business:

- Rescind resolution from March 17 approving previous budget Move-Nancy, Second-Eric.  
Roll call: Darlene yes, Eric yes, Mark yes, Melissa yes, Fran yes, Laura yes, Nancy yes.

- Motion to approve Revised budget for 2020-21-will use last approved tax levy and take any additional funds needed from reserve (to be paid back). Move-Fran, Second-Eric. Roll call: Darlene yes, Eric yes, Mark yes, Melissa yes, Fran yes, Laura yes, Nancy yes.
- New Date for vote- June 17. The above mentioned plan will eliminate any need for a vote. Move to cancel vote-Fran, Second-Nancy. Roll call: Darlene yes, Eric yes, Mark yes, Melissa yes, Fran yes, Laura yes, Nancy yes.
- Must consider the possibility we may not be able to hold a vote this year-Contingency

Old Business:

Standing Committees: Facilities-No report  
Personnel-no report  
Trustee Training- M. Burdash-no report

Friends Liaison- Leslie Benson/ Eric Norberg- no report (not currently able to hold Friends' meetings.

Public Comments-none.

Other-none.

Adjournment 5:47pm.

Next meeting May 28, 2020