

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

14 Elting Place  
Highland, NY 12528  
Thursday February 25, 2021  
MINUTES

CALL TO ORDER 5:00PM

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

Minutes: January 28, 2021 Move to accept-Fran, Second-Eric, Approve-All.  
Financial report:

- A. Be it resolved to approve the warrants attached for operating expenses for the months of February 2021. Move to accept-Eric, Second-Fran, Approve-All.**
- B. Be it resolved to accept the January 2021 financial report as prepared by Rose Woodworth, accountant Move to accept-Nancy, Second- Eric, Approve-All.**

Director's Report: Programs-Mystery Bags-very popular and well-received. Patrons can call the Library or fill out a form online and staff will put together bags of books for them.

We have an upcoming art program. Last year we had a \$500 grant to be put toward the Comic Fest (which was cancelled) so we used it for an at home painting class. There will be 3 programs, each with up to 12 screens per event (1 screen per family). Canvases, brushes and paint will be supplied.

Current service status-Covid-We had hoped to be reopened for limited services, but we are still by appointment only. Planned opening when Lloyd has fewer than 5 new cases per day for 7 consecutive days. Exceptions are being made when needed (eg. computer use for online driving tests, meeting rooms for family services, etc). \*Julie will make sure policy allows these exceptions at Director's discretion.

Advocacy Day- Had meeting with Michelle Hinchey (she was unavailable, her chief of staff stood in) and Jacobsen (who attended). Shared testimonials and pictures colored by young patrons. Both very supportive of Library services.

Annual Report-even though we were closed for 15 weeks, our circulation is almost the same as the previous year when we were opened for all 52 weeks.

HVAC -there is one particular seal that has leaked and had to be replaced multiple times and the pump rebuilt. Hoping fixing the seal (again) will prevent having to replace the pump for now. The glycol which is used eats away at it quickly, but it shouldn't be this quickly. Waiting for estimate. (Warranty is expired)

Old Business: Budget Vote May 5, 2021  
Annual Meeting Tues May 4, 2021

New Business: Approve annual report to DLD Move to accept-Fran, second-Eric, approve-all.

Grounds Maintenance-Due to concerns about recent charges. We are trying to tighten our belt on budget, so looking for more cost effective options. Option to share services with school district or town, or get RFPs. Last time we approached the school, they were not interested in sharing services. We could go to the town, but the concern is it may not be as prompt/responsive as if we hired someone ourselves. It was recommended that since we have a Grounds Maintenance person, start there. Approached David and he would be willing and able to mow, shovel, sand, snowblow (cannot plow or do gardening work/clean up). We would have to purchase mower and blower (and possibly shed) and increase David's hours (and possibly rate). This would likely cost less than what we currently pay. In order to compare cost of David vs. other options, it was suggested to get RFP for gardening/clean up, separate RFP for plowing, and an alternate for the work proposed to be taken over by David. This will allow us to see which option will be most cost effective and make the most sense. Julie will work with Grounds and Finance committees to put together RFP.

Budget 2021-22 draft- For review at this point, will vote in March, along with override resolution to be able to go over tax cap. Made some cuts in order to not have to touch Capital Fund. Can look for grants, etc to offset a bit.

Trustee position-One term is expiring this year. New law in effect requires 2% of voters in last election to sign petition to run (so 2500 voters requires 50 signatures). Due to the current pandemic, there is concern about a candidate being able to safely collect these signatures. In order to avoid this, it has been proposed that the BOT exercise its right to appoint a member for a one year term. This is only an option if there are no candidates. Would allow us to avoid the signature requirement safety issues, and give us time to reach out to possible candidates perhaps provide some diversity to our BOT (maybe somebody from Clintondale to represent the satellite there?). Mark, whose term is expiring, has graciously agreed to accept such an appointment should the BOT decide to choose that option. No motion needed, can be addressed during the re-org meeting. Also of note, BOT can vote to eliminate term limits should they decide to. Any thoughts on this can be sent to Julie, Fran and Darlene (policy committee) to be discussed at the next meeting.

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

Friends Liaison- Leslie Benson/ Eric Norberg- Meeting (virtual) Saturday morning

Public Comments-none

Other-Clintondale- We do not pay for maintenance at this location (we pay rent to the Church, the Church takes care of the maintenance). Twice now the lot has not been plowed and the branch was unable to open.

Adjournment 5:51