

AGENDA
MEETING –BOARD OF TRUSTEES
HIGHLAND PUBLIC LIBRARY

14 Elting Place
Highland, NY 12528
Thursday April 22, 2021
MINUTES

In attendance: Melissa Burdash, Nancy Hammond, Fran Brooks, Darlene Plavchak, Laura Finch, Director Julie Kelsall-Dempsey, Guest/Prospective BOT Jacqui Burke. Excused: Mark McPeck, Eric Norberg
CALL TO ORDER 5:03PM

Minutes: March 25, 2021 Move to accept-Nancy, Second-Fran, Approve-All.
Financial report:

- A. Be it resolved to approve the warrants attached for operating expenses for the months of April 2021. Move to accept- Nancy, second-Fran, approve-all.**
- B. Be it resolved to accept the March 2021 financial report as prepared by Rose Woodworth, accountant. Move to accept-Fran, second-Nancy, approve-all.**

Director's Report: Covid status-Doors are open! One family at a time in children's area, limited number in building. Each patron takes a number at the door (instead of having a staff greeter having to count upon entry). If there are no numbers available, we are at capacity. So far we've had about 30 patrons per day since reopening. We will still offer curbside and locker pickup for those who prefer it. Masks are required and rules are being followed. Reopening was announced via newsletter and on social media.

Staff update- Most of the staff is vaccinated at this point, those who are not are double masking. In other news, John will be leaving as of May1st. We wish him the best of luck. He will be missed. For now, we will not be posting his position. Donna will cover his computer classes

Budget update-For now, we will not be posting John's position. Donna will cover his computer classes and 2 other current staff will cover his clerking hours. This will help trim budget, we can shift money from salary to materials. Will consider filling the position next year if needed.

Bullet aid-(member items)-asking for money, sent letters asking for aid for large print and books on CD (since Covid remediation cut into the money we had allotted for this). This will help with mobile library and home delivery service.

Grant request from Sawyer-approved, details at a later date

Trustee MHLS workshops- May and June -or via MHLS Youtube channel. Let Julie know if you've completed.

Electric-subscribed to a community shared solar program. Should save 10% each month. Can cancel at any time. HVAC pump is being rebuilt and will be put back in next week. This is the 2nd time, hopefully will not need it again. Belts and filters will also be changed. We can

consider having someone come in and do an evaluation to see if there is anywhere we can be more efficient to save some money.

Old Business: Bylaws-move to accept-Fran, second-Nancy, approve-all.
Vote reminder May 5th 11-8-in person, meeting room at Library.
Special meeting May 4th 5:30 virtual (we will still have our regular meeting on May27th)
Facilities committee meeting-Apr 29-to discuss lawn care/maintenance.

New Business: Change June meeting date to July 1- will also be re-org. 5pm.

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

Friends Liaison- Leslie Benson/ Eric Norberg- meeting Saturday 10:30

Public Comments: none

Other: none

Adjournment 5:29pm.