MEETING –BOARD OF TRUSTEES

HIGHLAND PUBLIC LIBRARY

14 Elting Place
Highland, NY 12528
Thursday May 27, 2021

MINUTES

CALL TO ORDER 5:05PM

IN ATTENDANCE: Melissa Burdash, Fran Brooks, Nancy Hammond, Mark McPeck, Eric Norberg, Darlene Plavchak, Laura Finch, Jacqui Burke (member-elect) and Julie Kelsall-Dempsey, Director.

Minutes: April 21, 2021 Move to accept-Fran, Second-Nancy, Approve-all.

Financial report:

- Be it resolved to approve the warrants attached for operating expenses for the month of May 2021. Move to accept-Mark, Second-Eric, Approve-All.

- Be it resolved to accept the April 2021 financial report as prepared by Rose Woodworth, accountant. Move to accept-Nancy, Second- Eric, Approve-All.

Director’s Report: Open status- Currently open M-W-F 10-5, T-Th 12-7, Sat 10-3 (this will go to 10-1 summer hours for July and August). Everything is going well at this time, no issues. Currently with no time limits, patrons can sit and work, use computers, etc. Still slow. Teen room is readying to reopen (plastic dividers, max capacity=6, time limit=30min), and some children’s room toys/manipulatives have been put back out.

Budget update-Passed

SRP- update-Summer Reading Program- 2 baskets per age level as prizes, will be on display starting mid-June. Starting a little early so we can wrap up before Caitlyn’s due date.

Old Business: Reopening plan v2- move to accept-Nancy, second-Fran, approve-all

Covid policy v2-move to accept-Eric, second-Mark, approve-all

Proactive infection plan v2-move to accept-Fran, second-Nancy, approve-all
**The above were updated according to current guidelines/laws/CDC recommendations/etc, to make sure everything is up to date. The only changes suggested for any of them were for formatting issues and not content, therefore not noted here.

New Business: Facilities Plan-waiting for $8000 from 2019. Called to check status, and offered $10000 for this year. Will use for sound proofing for the children's room with plexi glass on half walls and DIRRT wall/door in the center of trees. Construction grant-need facility plan to apply. This will outline that. Facilities committee will meet and keep a running list of things that grants could be used for.

Standing Committees: Facilities- RFQ status update -Request for quotes-will wait til next month to update.

Personnel-no report

Trustee Training- no report.

Friends Liaison- Leslie Benson/ Eric Norberg- no update

Public Comments-none

Other-Programs will be re-opening, outside only for now (yoga, hula hoops, kids programs)

-Next meeting will be July 1 to appoint offices and committees. May be in person instead of virtual.

Adjournment 5:38