Minutes of Meeting of the Board of Trustees  
Highland Public Library  
14 Elting Place; Highland, NY 12528

Date: Thursday, September 30, 2021

Attending: Frances Brooks, 2nd Vice President; Laura Finch, Secretary; Melissa Burdash, Trustee; and Julie Dempsey, Library Director

Absent/Excused: Nancy Hammond; President; Darlene Plavchak, 1st Vice President; Jacqueline Burke; Trustee; Eric Norberg; Finance Officer

The meeting was called to order at 5:32 p.m.

The members recited the Pledge of Allegiance.

In the absence of a quorum, the approval of minutes, warrants, and financial reports was tabled until next meeting.

Financial Report: tabled (see above)

Agenda Items:

Director’s Report:

- Jacobson Grants: $2k of the $8000 2019 grant was already awarded, the remaining $6k to be deposited within 10 business days. No date yet on when we can expect the $10,000 from this year’s award.
- MHLS Grant (Art Adventures for Seniors): Replaces program that brought books to nursing homes. One program will be a pastel jellyfish art (supplies to be provided to participants; virtual program). Second will be sculpting/ceramics (in person). Third will be a presentation of a historical-figure reenactor (virtual). Donna will be firing the ceramics in her kiln, and may continue providing ceramics classes.
- Food Fight: Ulster County libraries are participating in a food drive as part of the Great Give Back from Sept 1- October 16th. Contributions are counted and sorted in-house. Personal items continue to be accepted
and are forwarded to Community Action. Food items are also donated to Community Action.

- Programs:
  - Programs will be moving back inside with limited participants and masks. Story hour was moved inside this week due to weather. When programs are inside, age level/registration will be enforced for social distancing. Ages 3-5 will be allowed because of the success of mask use in this age group. Starting in January, there is the possibility of an age 1-2 program (shortened to about ½ hour).
  - Preparedness program went well despite last-minute cancellations. Surplus supplies will be donated to Community Action (backpacks) and story time (coloring books).

- Artist Exhibit Reception: October 16th Lisa and Darlene will be facilitating the reception. Friends will supply refreshments. Refreshments will be outside and brief reception inside. Darlene will make introductions.

- HVAC Update: Glycol wore out/deteriorated a coil and caused a leak of glycol in staff room. The coil will need to be replaced. The outtake fan that regulated temperature in the conference room (small) and lobby has been repaired. Water has been tested due to glycol leak. The results are pending, and Rich from HVAC will be following-up to pursue. Possible resolution may be to treat water yearly. TBS has been effective in locating and resolving issues.

**Old Business:** N/A

**New Business:**

Covid Meeting Room Policy: Updated wording of capacity (see “Covid Meeting Rooms Rules for Use” document on Google Drive.)

**Committees:**

Facilities: no report

Friends Liaison: no report

Trustee Training: no report

Personnel: no report

Other: n/a

**Public Comment:**

The meeting adjourned at 5:50 p.m.
Next meeting: Thursday, October 28th, 5:30pm.

Respectfully Submitted,
Laura Finch, Secretary