



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

Date: December 4, 2025

Attending:

Elaine Rivera, President; Jacqueline Burke, 2nd Vice President, Patrick Mason; Finance Officer; Eric Norberg, Corresponding Secretary; Phyllis Freeman, Trustee; Sarah Navins, Trustee; Melissa Burdash, Friends Liaison; Member of the Public, Katherine: Lisa Gill, Library Director, Sharon Battershall, Treasurer

Absent:

Mark McPeck, 1st Vice President

The meeting was called to order at 5:30 p.m.

The members recited the Pledge of Allegiance.

P. Freeman moved to accept the minutes of the October 23, 2025 meeting. E. Norberg seconded. All were in favor.

Financial Report:

P. Mason moved as follows: Be it resolved to approve the warrants attached for operating expenses for the periods ending Oct. 31, Nov. 15 and Nov. 30, 2025. E. Norberg seconded. All were in favor.

P. Mason moved as follows: Be it resolved to accept the October 2025 financial report as prepared by Rose Woodworth, Accountant of WZ Accountants. E. Norberg seconded. All were in favor.

Agenda Items:

Director's Report:

Staff member S. Bacchi was invited to brief the Board about Food Drive. She expressed gratitude for all the help she has been given by different groups

with the aim of collecting as much food as possible to be able to dispense it to those in need in the community. She stated that due to the government shutdown, the freezing of SNAP benefits and the holiday season, donations have surged, which is wonderful, although there is a limit to how much food the Library can store, as well as a limit to Sam's available time for processing the donations, being the only Library staff member who handles this function. Her suggestion is that as Board members and staff are talking to the public, to encourage people donating to call the Library first to let staff know that they are bringing (especially large amounts of) food to the Library, so it can be planned and taken care of, in the most efficient way possible. Also, she asks that *monetary* donations be considered instead, since these don't impact the time/space limitations as do donations of food.

J. Burke asked how the *outflow* of food was going; S. Bacchi assured the trustees that the food is constantly being dispersed to members of the public, which does open up space for more donations.

Discussions of possible solutions to handle the huge flow of donations ensued, such as how to harness the power of volunteers.

Health insurance update: Staff members are currently choosing their plans for the 2026 year.

WZ Accountants – although the firm is dropping some of their library clients, they are maintaining Highland Library. They will however be raising their monthly fee for us from \$500 to \$625.

The Library made their Bond payment of \$266,043.75 on Dec. 1, 2025. (Bond payment Amended March 31, 2026)

Regarding the budget, L. Gill reports that \$129,000 was transferred from Operations to Unrestricted. This was necessary to enable the Library to cover their payroll, until such time as tax revenue was received by the Library, at which time the money will be returned to Operations.

L. Gill attended NYLA, which she said was fantastic!

L. Gill asked approval from the Board that she take vacation from Dec. 8-10. She reports that the Assistant Library Director will be present at the Library during that time. The Board agreed.

The staff Christmas Party is scheduled for Dec. 20, at the Library.

Personnel Matters:

L. Gill recommends that the Board approve the pay increase of Jessica Simmons, PT Clerk, to be increased to \$20.75 per hour, up to 19 hours per week, starting Dec. 8, 2025. P. Freeman moved that the Board should approve this increase. J. Burke seconded. All were in favor.

Regarding the resignation of Kyle Menezes, Library Page, E. Rivera asked if he had submitted the resignation in writing; L. Gill confirmed that he hadn't yet. Therefore, E. Rivera recommended that the matter be tabled until such time that he does submit it. All were in favor of this move.

Patron Issues:

L. Gill reported that a 12-year old patron, who had been waiting for his parents to pick him up for over an hour, became agitated and decided to dismantle the Musical Bells on the Library property. This was recorded on camera, and took place when the Library was closed. It was decided that as punishment, the child had to write an apology to the Library, and perform 15 hours of service as restitution. He also has been denied access to the Teen Room and games. E. Rivera asked if the Bells have been repaired. L. Gill stated that all pieces of the Bells were recovered, except for one that has to be ordered. The cost for this part is \$40. There was a discussion of how the family of this child should recompense the Library for the child's vandalism. Ultimately it was decided that the 15-hours of amends that he has already served could suffice.

In the teen room, young patron A was working on one of the computers. He left the station briefly, and in that period of time another teen, B, typed some horrific racial slurs on the computer. When teen A came back to the station and saw this, he was very upset, and took a screen shot of this home and showed his parent. The parent contacted the Library about this, Library staff apologized and informed the parent that the event would be investigated. Upon investigation, Library staff can't identify the perpetrator, Teen B, because of his positioning in relation to the cameras.

Old Business:

On a neighbor's property that is adjacent to the Library stands a tree that reaches over onto Library property and has the potential to harm the Library building. L. Gill reports that after numerous unsuccessful attempts to contact the neighbor, she has written a letter referencing the situation. The letter was read by E. Rivera to the Board members. The Board was happy with the communication.

Friends Liaison:

Meet and Greet- two new possible volunteers were identified.

Jewelry Sale- the Friends raised \$633.

The next fundraising event will be 80's Music Bingo, tentatively in February 2026.

Public Comment:

Katherine, a new patron, attended the meeting to introduce herself, and offer some help as a Friend to the Library.

E. Rivera states that the next Board meeting will be January 22, 2026.

P. Mason moved to adjourn the regular meeting and go into Executive Session regarding personnel matters. E. Norberg seconded. The regular meeting adjourned at 6:45pm.

Respectfully Submitted,

Sharon Battershall, Secretary