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

Date: October 22, 2026

Attending:
Elaine Rivera, President; Mark McPeck,1st Vice President; Sarah Navins, 2nd Vice President; Theresa Rinalli, Corresponding Secretary; Eric Norberg, Financial Officer; Phyllis Freeman, Trustee; Shannon Powell, Library Director; Sharon Battershall, Treasurer and Board Secretary

Absent:
Patrick Mason, Trustee; Melissa Burdash, Friends Liaison

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 September 24, 2026 meeting. E. Norberg seconded. All were in favor.

Financial Report:

P. Freeman moved as follows: Be it resolved to approve the warrants attached for operating expenses for the periods ending September 30 and October 15, 2026. M. McPeck seconded. All were in favor.

M. McPeck moved as follows: Be it resolved to accept the September 2026 financial report as prepared by Rose Woodworth, Accountant. E. Norberg seconded. All were in favor.

Agenda Items:
As follows:

Director's Report:
S. Powell reported:
Facilities- After the heavy rains and heavy traffic during the Defensive Driving Class that was held here, the public restrooms had flooding through the floor drains. There were no plumbers able to come out on a Saturday, but Shannon met with Integrity Mechanical on Tuesday and they snaked the system. Paper towels were removed from the public restrooms in case these contributed to a blockage.

Financial- We did receive $668,514.15 towards our 26/27 tax levy, as well as $1,894.14 towards our PILOT. The rest of the money due to the Library should be coming at the end of October, or beginning of November.

Community- On October 7, the Fire Department came out and gave a nice demonstration for the kids, who got to see the fire truck and meet the firefighters in their equipment. This is done so that children would be less likely to be scared should they come in contact with firefighters. The demonstration was held in the Library parking lot and attracted 86 kids and caregivers.

Professional development- S. Powell will attend the NYLA conference in Saratoga Springs in early November. Two of the children's area staff members attended the "Fall into Books" conference in Kingston, which was about children's programming and literature.

Partnership- MHLS offers an administrative leadership program in partnership with Palmer/LIU. We had four RCLS directors come and do a mock site review of the Library. They will be forwarding a report of recommendations of what might need to be done regarding facilities.

All of our committees met this month.

Old Business:
S. Powell reported:

The Trunk or Treat is scheduled for October 30. At this point there are 19 trunks confirmed. Highland High School will be providing some volunteers to help with this. The Highland Police will have a presence there.

New Business:

E. Rivera stated that all the Board members have now reviewed the Community Partner Policy.
M. McPeck moved as follows: Be it resolved to accept this policy. E. Norberg seconded. All were in favor.

M. McPeck moved as follows: Be it resolved to accept the movement of $50,000 from Unrestricted Funds to Operating Account. This was done in September to help cover payroll and expenses as we waited for tax money.
S. Navins seconded. All were in favor.
Since tax revenue was received by the Library, it became possible to replace this money.
M. McPeck moved as follows: Be it resolved to accept the movement of $50,000 from Operating Account back to Unrestricted Funds.
E. Norberg seconded. All were in favor.

E. Rivera stated that as per custom, the Board will not meet in November due to usual meeting date coinciding with Thanksgiving. That meeting is normally held in early-to-mid December, so she asked the Board for suggestions about when this could happen. December 10 was decided upon.

The Board then reviewed the approved holiday closing days for the Library.
S. Navins moved as follows: Be it resolved to accept the holiday closing days as submitted. E. Norberg seconded. All were in favor.

S. Powell stated that Advocacy Day is being held in Albany, on February 3, 2027 this year. MHLS likes to get Trustees, Directors and Library staff there to advocate for libraries. Attendees get to talk to legislators and assembly representatives and convince them to vote for continuing and increasing funding for libraries.

Committee Reports:

Facilities Committee- M. McPeck states that the committee went to a budgeting workshop and learned that we should have a facilities plan where we compile a

list of big-ticket expenses that will come up in the future, such as the roof, the driveway, the parking lot, the sidewalks, etc. that will need to be replaced or repaired. The idea is to start setting aside funds now in the budget every year for those kinds of expenses. E. Rivera asked if capital reserve accounts could be set up to hold these funds. S. Navins answered that this could be done.

Personnel- M. McPeck stated that a staff member has been using her own car for the Mobile Book Delivery for about 11 years, but has never submitted reimbursement requests for expenses coming from this. We are going to start reimbursing her. The idea was floated that perhaps we should consider having a library-owned vehicle for this and other library purposes, or even have a vehicle shared between several libraries. S. Navins mentioned that a library-owned vehicle could even be a specific request for funds that we make to legislators.

Finance- S. Powell stated that the committee talked about going out to bid for a new accountant/bookkeeper once the state audit has been completed. The state audit has now been completed. MHLS recommends that full audits be done every 3-5 years, and this was discussed. The committee has set the goal of meeting every Tuesday before the monthly Board meetings. Also, the committee would like more oversight into the Food Pantry.

S. Powell stated that MHLS will be educating patrons about mindfully using Libby for content, such as creating a "bookshelf" of to be read titles, rather than adding books to hold or checkout. Libby makes it very easy to use the services to check out digital material, but are charging exorbitant fees to the libraries. Per MHLS, last year Highland did not spend sufficiently in their digital contribution.

Friends Liaison:
The Jewelry Sale and Craft Show will be on November 14, 2026.

E. Rivera states:
The next meeting of the Board will be on December 10, 2026.
P. Freeman moved to adjourn, M. McPeck seconded. The meeting adjourned at 6:05pm.

Respectfully Submitted,

Sharon Battershall, Secretary