

Highgate Public Library Board of Trustees Meeting  
Wednesday, January, 4, 2017

Present: Karen Fortin, Rebecca Howrigan, Virginia Holiman, Meagan Gilmore, Liza Comiskey,  
& Liz Toohey

- Meeting was called to order at 6:31pm by Karen Fortin.
- Public Comments: None
- Previous Minutes: A motion to accept the minutes from the December board meeting was made by Rebecca Howrigan and was seconded by Meagan Gilmore. The motion was approved.
- Treasurers Report:
  - Discussion of 2017-2018 budget.
    - The decision has been made to add \$700 for lawn maintenance per a quote from Ben Nye.
    - The trustees still have not received an official quote regarding roof maintenance. There was discussion as to whether the roof should be a separate line item or should be included within the library maintenance category. The decision was made to put \$10,000 into the library maintenance category in order have adequate money to cover expenses in the upcoming fiscal year.
    - Discussion of personnel salary.
    - Line items that are no longer needed such as “printing” and “binding” will be deleted from the budget. In the event, new categories are needed for future fiscal years, they can be reinserted into the budget.
    - In total, the library is asking for \$17,000 more for the budget. \$10,000 will be allocated to roof maintenance and approximately \$7,000 will be allocated to library growth.
    - Rebecca Howrigan made a motion to accept the total budget of \$119, 373 for the 2017-2018 fiscal year. Virginia Holiman seconded this motion. The motion passed.
  - Article for Town Meeting
    - The library has been approved to have an article at Town Meeting with 125 valid signatures.
    - Karen Fortin will be in contact with selectboard about the library presentation for Town Meeting to have it approved.
  - Current Budget Report
    - The library has spent 59.93% of the budget for the 2015-2016 fiscal year.
    - Discussion of current library maintenance.
    - Discussion of general supplies.
    - Discussion of grants & how they are spent.

- Meagan Gilmore made a motion to accept the treasurer's report and Virginia Holiman seconded this motion. The motion was accepted.
- Director's Report
  - The library received a financial donation from The Tyler Place. This money will go into the Anderson account.
  - The library received a financial from a selectboard member. This money will be used for summer programming.
  - Building Brighter Futures: the funding was supposed to be released by the end of December however, it still has not been released.
  - Meagan Gilmore announced she would not be running for another trustee term. Discussion of potential community members who may like to run for library trustee.
  - Friends of the Library Ski Days – discussion of protocol & volunteers
  - Lego League discussion – why the group did not attend the competition in Norwich.
  - Discussion of behavior policy
  - Magic Tree House Adventure Club – explanation of how the program will work
  - Duct-tape derby will be combined with the sliding party. Date will be determined.
  - Self-evaluation was handed in.
  - Rebecca Howrigan made a motion to accept the Director's Report. Meagan Gilmore seconded the motion. The motion was accepted.
- VISTA Report
  - Flip Cards were distributed
  - Discussion of the amount of hours being worked. The board asked for a log of hours to be turned in to help them better understand the amount of work being done and the needs of the VISTA.
- Old Business
  - Library Logo
    - Tabling this discussion until the next meeting
- New business
  - Municipal Planning Grant
    - the press release will be sent to the Saint Albans Messenger with details of the MPG.
    - The grant has been signed and approved.
  - Discussion of security systems and fire extinguishers. The board would like to continue to use the same security system and only needs to change the provider for the fire extinguisher as they are not pleased with the service given.
  - Discussion of reasons to go into executive session to clarify technicalities.
- Rebecca Howrigan made a motion to adjourn the meeting. Meagan Gilmore seconded the motion. The motion was accepted.