

Highgate Public Library and Community Center

Board of Trustees Meeting

November 7, 2018

Present: Amber Machia, Becky Johnson, Virginia Holiman, Michelle Beaulieu

Excused: Rebecca Howrigan, Karen Fortin

Public Comment: None

Minutes: Becky made motion and Amber seconded to approve minutes of Oct. 3rd meeting, Minutes approved

Treasurer's Report:

-question for Shelly on charge for cleaning library

-13% of total budget used as of Oct. 31st

Amber made motion, Becky seconded to accept Treasurer's Report, report accepted

Director's Report:

-Thank you notes will be sent to Danny Brosseau, Lucie Fortin, Matt Rainville, Denis Bouchard, David Desorcie and Adam Fortin for their donations and help with Tractor Day and our Halloween celebrations.

-suggestion made to invest in an outdoor canopy/tent for future events

-The Polar Express will be taking place December 7th, 8th and 9th this year.

-Planning meeting for The Polar Express will happen Thursday, Nov, 8th at 5:00 at the library. All urged to attend. The finding of a hay wagon or trailer is of utmost importance.

-Michelle and staff will be weeding the book collection and storing books, for possible future use

-The library received a note from the League of Cities and Town's and Vt. Chapter Councilor to American Library Association strongly suggesting the library not having Narcan available on site, and instead relying on trained first responders to carry and administer it. Virginia will check with town's First Responders to see if Narcan and epi-pens are always available for emergency situations

-Michelle will cancel book processing service with Baker and Taylor to save on time and money.

-Michelle investigating doing twice monthly Saturday Story Hour

Old Business:

-Michelle will contact Michelle Douglas concerning Friends of the Library 's payment to Fire Dept., the ski program and the group's status.

-The Planning Commission will be meeting Nov. 20 at 6:00 at the town offices. Our group was not sure if a representative should attend. Virginia will contact Rebecca and Heidi to see what their thoughts are.

New Business:

-The Story Walk stations on the walking trail are in bad shape. Michelle will contact Nate Poor at MVU to discuss what should be done.

*Next Trustee meeting December 5th. Board discussed handling any necessary business, then being available to help decorate for The Polar Express.

Respectfully submitted,

Virginia Holiman