

Highgate Public Library & Community Center

March 13th, 2019

Board of Trustees Meeting

Present: Becky Johnson, Amy Bouchard, Amber Machia, Rebecca Howrigan, Michelle Beaulieu

Excused: Virginia Holiman

Public Comment: None

Minutes: Becky make the motion to approve meeting minute from February 6th. Amy seconded. Minutes were approved.

Treasurer's Report: The budget and Treasurer's Report were reviewed by Rebecca. We are about 75% of the way through out budget year. We discussed items that we are below budget on and items that we will be over budget on.

- Michelle is working on purchasing books for the Welcome Baby Program.
- Michelle is working on getting a quote to repair the back steps that go out into the garden (building maintenance).
- Grant Writing budget line was discussed. We are under budget mainly because the plan was to use some of that budgeted money for salary expenses for time spent writing grants.
- Expenses that will come in over budget are cleaning and communication (out of our control).
- Money budgeted for the Fit Kids line item may have been for Girls On The Run Program. Michelle will ask Brandi Maskell how our budgeted money might be able to help – possibly provide some scholarship/sponsorship opportunities.
- The HPL Grant Money for \$3,000 that appears in Revenue was anticipated but doesn't seem to have been received as of now.
- Michelle would like to write a grant for new Lenovo computers for the library as the current ones are very outdated.

Warrants were signed for February. It was noted that the Comcast bill and the cleaning bills appeared as being paid twice (on 2/7 and on 2/27). The invoices were for the exact same amount. Rebecca will check on this.

Director's Report: By Michelle

- The summer reading program theme is NASA/Outer Space. The team is planning programming and a big end of the summer event and community celebration utilizing our garden space and possibly involving a cook out and participation by the Recipe Club. Potential Date is Friday, August 9th.
- Mr. K programs are funded through Building Better Futures. This funding may be cut in the future.
- Winter break and Saturday programs have been full with 10-12 kids plus parents. This is about maximum capacity for our space.

- Fairy Garden Program during winter break went very well and there may be opportunities to expand on Fairy Garden activities in the future.

Old Business:

- Ben Nye will continue the library's lawn care for this season.
- The library has two maple themed books to honor and thank Karen Fortin for her service as a library trustee.
- There will be money left over from the CPR training program. The current program is not full yet but we may be able to offer another program with the remaining funds.
- Cailey's Closet dress supply is low this year. Dresses will be available at the library on the 30th. Michelle is looking for a garment steamer. She will seek donation or use of one on FB and Front Porch Forum. The program is 9 years old and although it has been of great service it may be losing steam.
- We will discuss filling the Treasurer position at the next meeting.
- The school has been using the snowshoes for three classes and it has been a hit.
- Michelle has renewed some of the passes that are available through the library, but some that we have had have just not been used. We discussed ways to get the word out about these passes so that more people know about them.
- We discussed getting more involved with RISEVT. Michelle will get in touch with them.
- Michelle is considering getting child yoga instructor certification. We discussed the Adult Yoga Certification. It is expensive. Perhaps there is someone in the community who would be interested in obtaining the training and could be sponsored by the library in exchange for library yoga programming.

The next Trustee meeting will be April 3rd at 6:30

Submitted by Amber Machia