

## Highgate Public Library & Community Center

May 8<sup>th</sup>, 2019

### Board of Trustees Meeting

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

**Public Comment:** Michelle reported that the Franklin/Grand Isle Book Mobile is losing their funding and looking for financial support from local libraries for the 2020 budget year. They are requesting \$8,000 per library. The board recommends that they approach the towns they are working with at town meeting.

**Minutes:** Amy made the motion to approve meeting minute from April 3rd. Becky seconded. Minutes were approved.

**Treasurer's Report:** The "Special Programs" line is money allocated for one-time program expenses for programs that are not recurring. Michelle would like to purchase a canopy and stackable lawn chairs or another picnic table for use during outdoor programs (in the back yard). Additionally she will be purchasing plywood and painting supplies soon to start building props and backdrops for the Whoville Event this coming winter. These expenses will be paid for with money allocated for special programs.

Becky made the motion to approve the Treasurer's Report. Amy seconded. Treasurer's Report was approved.

**Director's Report:** By Michelle

- Story Time attendance is up.
- Build It attendance has been steady
- Paloma has been working on the HLCC website!
- The monthly Library Events Newsletter has not been sending out effectively over email. Michelle will work to resolve this issue.
- Plant Sale will be on May 25<sup>th</sup> 10-noon.

**Old Business:**

- Michelle reports that there is no available grant money/applications for new computers at this time.
- The Rec Dept is fixing the story walk boxes!!!
- We need to put a deposit on our lawn mowing service to keep Ben Nye for this season. The total for the season will be \$850 and half is required now (the other half at the end of the season). Becky made the motion to renew our contract with Ben. Virginia seconded. All were in favor.

**New Business:**

- Plant Swap: Michelle will order a banner or make signage and get flyers up around town.
- Narcan: Michelle reports that she learned from the meeting she went to that the law protects the library from liability of Narcan use just like it does for rescue persons. Michelle

is comfortable using and storing Narcan. After discussion Becky made the motion to not keep Narcan at the library. A voice vote passed the motion.

- Michelle & Amy will be going to the Trustees & Friends Conference.
- The Library will be closed for a partial day to allow Michelle & Paloma to attend the VLA Conference.
- Comedy For A Cause Event will take place on June 21<sup>st</sup> at Twiggs. There are 60 tickets available at the Library and at MVU for \$25 each. The library's cost for the event is \$500. Michelle will ask Erica for an update and report via email to the board.
- Paloma will be making an outdoor chalkboard for the backyard for kids play and programs.
- Community Gathering – Michelle went to the last meeting. There will be another meeting on the 16<sup>th</sup> @6pm. Specifics on how the library will be part of the celebration have yet to be determined.
- Backyard steps – We received three quotes for the construction and installation of pressure treated steps with railings (\$250, \$500 & \$610). Volunteers through the fire department are able to remove the existing concrete steps.

**The next Trustee meeting will be June 5<sup>th</sup> at 6:30**

Submitted by Amber Machia