

Highgate Public Library & Community Center

October 2nd, 2019

Board of Trustees Meeting

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

Public Comment: None

Minutes: Becky made the motion to approve meeting minute from September 4th. Amber seconded. Minutes were approved.

Treasurer's Report: Donations are from the concessions sales at the concert on the green. Printer ink is in General Supplies, putting us at almost 65% of budget (should last a long time). The money on the Friends Account was for the costumes for the Fairytale Festival.

Motion to approve Treasurer's Report made by Becky. Amber seconded. Treasurer's Report were approved.

Director's Report: By Michelle

- Visits and books out are down, likely due to school starting.
- Becky suggested comparing monthly numbers to last year's numbers for reference going forward.
- Fairytale Festival was a great learning experience with a huge turnout.
- October 12th – harvest dinner for the summer gardening program (by Virginia)
- October 19th – Harvest festival/Tractor Day. Tractors should arrive at 2. Storytelling begins at 4:30 with campfire. Becky will talk to David about hotdogs and rolls. Erica is working on getting pumpkins for decorating.
- October 31st – Trick or Treating at the Library.

Becky made the motion to approve the Director's Report. Amber seconded. The report was approved.

Old Business:

- Lara Keenan Refresher Meeting – October 30th @6:30pm
- Michelle purchased a water cooler for \$139
- Paloma & Michelle are working on a new story walk for the Harvest Festival
- We did not receive the grant for the little free libraries.
- Michelle submitted a Staff Dress Code policy to the board. Some edits were made. It needs to be reviewed by the town's lawyer before being officially accepted.
- Michelle & Amy need to update their fingerprints asap.

New Business:

- Capital Campaign Meeting is October 15th. The library would like to ask for \$50,000 to go towards future new library. Rebecca will attend.
- Village Core Master Plan Committee would like someone from the library to be on the board and represent the library. Becky will ask Amy if she is interested in this.
- Whoville in Highgate – Horsedrawn wagon ride from the elementary school to the library. Details are still being figured out. December 6th & 7th. Tickets will be \$5.

The next Trustee meeting will be Wednesday, November 6th at 6:30

Submitted by Amber Machia