

**Highgate Public Library & Community Center**

**February 9<sup>th</sup>, 2022**

**Board of Trustees Meeting**

**Present:** Rebecca Howrigan, Virginia Holiman, Adah DeRosier in person. Amber Machia, Becky Johnson and Amy Bouchard present via Zoom

The meeting was called to order at 6:38pm

**Public Comment:** None

**Minutes:** Virginia made the motion to approve the meeting minutes from the last month, Becky seconded. The motion passed.

**Treasurer's Report:**

The board reviewed the current budget status and warrants. The budget status and warrants were signed by the board member that were present.

This months warrants include Amazon purchases from December and January.

Amy made the motion to approve the budget status. Becky seconded. The motion passed.

Virginia made the motion to approve the warrants and sign the paper work at the March meeting. Amy seconded. The motion passed

**Director's Report:**

The ski program has been struggling to get the required number of participants (20) to get the deal through Jay Peak. The new representative has been more particular about the rules this year.

Curbside Kid's Craft (weekly), AgeWell Meals (49 participants!!!), Teen Night (weekly), STEM Curbside Craft and Super Saturdays all continue. New programs this month include Reading Olympics, Valentine's Day Card Making, Blind Date with a Book, Family Night (Feb 16<sup>th</sup>) Movie & Trivia, Winter Vacation Boredom Buster Kits, Adult Paint Night, Famous Character Scavenger Hunt, Spice World Greece (Feb 28<sup>th</sup>). Adult Book Club also meets virtually on February 28<sup>th</sup>.

Afterschool program is still going strong.

Personnel: none

Adah filed the paperwork for the Friends Group 990N status!

Adah spoke with the school librarian (Kelly) and she will post any library activities on SeeSaw.

Adah ordered a new sound system with the ARPA funds (disco ball included).

There will be an outdoor in person party for 2020 and 2021 Highgate babies this summer.

Grants: The library received a grant for a water bottle filling station and a \$1,000 stipend to support its installation. Adah has not accepted the grant money yet because it will be very expensive to install. Becky suggested that the water quality be tested before moving forward. The library also received the Inclusive Financial Literacy kit from ALA (books on finance will be sent). The library also received the green light to spend \$2,000 for reimbursement for children's story time expenses through Northwestern Counseling Services and an MOU was submitted. The library received the American Rescue Plan's Humanities grant for \$10,000 towards specific humanities-based programming. Still waiting to hear back about the storytelling mini grant for a storytelling program or the Neighborhood Forest grant for trees for our community for Earth Day 2022. Adah applied for the Peggy Barber Tribute grant for \$2,500 towards the Charlie Cart project and for an Awesome Foundation grant for \$1,000 towards the Charlie Cart project. She also applied for the GroMoreGood grassroots grant for \$500 to help expand the gardening program. This month Adah plans to apply for a local community grant through Walmart (through the Friends Group) and the AARP Community Challenge grant. Adah registered for a webinar on the Better Places Program grant match to learn more about that.

Becky made the motion to approve the director's report, Virginia seconded the motion. The motion passed.

#### **Old Business:**

-Summer 2022 Fundraiser: The library will move forward with planning the event (Rusty Truck Stop Show) with hope that the Village Core Master Plan Board will be interested in joining forces to pull off the event.

-Summer Matters Grant Bikes: Adah spoke with Lee about setting up a meeting between the library board and the rec board to discuss bike rentals. Policies and waivers need to be created.

#### **New Business:**

-Trustee Training: Adah reached out to the Department of Libraries. They sent some videos that we could watch that is mostly information that we have covered before. Rebecca is in contact with Joy and awaiting her response in hopes of planning a trustee training opportunity.

-The pre town meeting informational meeting will be held on February

-The board needs to start working on more concrete plans for the new library so that we are ready when the VCMP board wants the information.

**The next trustee meeting will be Wednesday March 2<sup>nd</sup> at 6:30pm**

Board of Trustees  
Calendar of Annual Tasks

**JANUARY**

- Begin to discuss presentations/presence we want to have at Town Meeting
- Library written report for Town Meeting
- Begin recruiting new board member prospects if positions are opening

**FEBRUARY**

- Finalize plans for Library representation at Town Meeting

**MARCH**

**APRIL**

- Annual review and update of all Library policies and board by-laws
- Orientation for new board members

**MAY**

**JUNE**

**JULY**

**AUGUST**

- Explore and organize/schedule annual trustee training opportunities for the fall

**SEPTEMBER**

- Director annual evaluation

**OCTOBER**

**NOVEMBER**

- Treasurer & Director work on next year's proposed budget

**DECEMBER**

- Board to finalize proposed budget

**OTHER :**

- visit another library & trustee group to get new ideas and perspectives
- evaluate long range planning
- evaluate how the trustees are linking the community with the library