

## Highgate Public Library & Community Center

April 6th, 2022

### Board of Trustees Meeting

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

The meeting was called to order at 6:40pm

**Public Comment:** None

**Minutes:** March minutes will be amended – Amy was not present. Virginia made the motion to approve the minutes from February and March. Becky seconded the motion. 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. The board signed paperwork from February and the current month.

The line for SS & Medicare are at 117.4% of budget. Adah will check into this.

The budget appears to be at 98.66% for the year because of how the grant money shows up.

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

#### **Director's Report:**

Patty is working with the Rec Department on Monday playgroups at the arena – she will be doing the craft portion of the program.

There will be an ongoing Easter Egg Hunt during the week of April 11<sup>th</sup>. There will be an Easter Story Time and egg decorating on Saturday, April 16<sup>th</sup>. Prom Dress Give Away is happening! Adah has over 200 dresses. Munchkin Movie Night is on Tuesday, April 12<sup>th</sup> at 4pm. This month's Spice World is Africa on April 18<sup>th</sup>. Adult Free Paint Night on Tuesday, April 19<sup>th</sup> at 6pm. Curbside Family Night is Minute to Win It Games on April 20<sup>th</sup> by registration. Curbside STEM, AgeWell Meals (52 participants) and Curbside Kids Craft continue. Earth Day Tree Kits will be available on Thursday, April 21<sup>st</sup> and include a scavenger hunt and Maple Tree seeds. Outdoor Games Night will be on April 26<sup>th</sup> at 4pm if the weather is good. Adah is participating in story time at Big Rig Day on Saturday, April 30<sup>th</sup>.

Afterschool program is back with 18 participants.

The food pantry has been utilized. The St. Albans Messenger is going to do an article on it with Adah.

Adah has been working with Lee from the Rec Department on bike lending policies and waivers.

Adah will be organizing a community service event on a Saturday in early May.

Five groups of MVU students toured the library this week to learn about what the library does within the municipality.

There have been 5 kids signed up for Mr. K's Summer Camp so far.

The kid's listening center has been well received!

The Jay Peak Ski Program is over for the year. The library made about \$100 for the season (compared to almost \$1,000 last year). Adah may reach out to Smuggler's Notch to see if they have a comparable program.

Personnel: none

Grants: The library received one of three Peggy Barber Tribute Grants for \$2500 towards the Charlie Cart Project! There is \$8500 of grant support for the Charlie Cart. Waiting to hear back from the Spark Connecting Community Grant. The library did not receive the GroMoreGood Grant for the garden program, but did receive \$540 to purchase fruit trees from the VT Community Grant Network and the VT Summer Programming Grant for \$300.

This month Adah applied for the Summer Matters Grant for approximately \$43,000 in funding for the library and arena and will hear back this month!

There was hermit crab drama. Adah is handling it.

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

### **Old Business:**

-Friends Update: Adah is working on setting a date for the Invite Only Friends Recruitment Tea Party.

-Summer 2022 Fundraiser: The Board made a list of questions and details for Virginia to discuss with Rusty. Adah will confirm the availability of the Arena space for that date. The board will be doing a silent auction and 50/50 raffle as well as popcorn and hotdogs by donation and Phoenix House Food Truck. Rebecca will follow up with Denis.

-Water Bottle Filling Station & water testing is on the Selectboard Agenda – no update

-Historical Quest Project: Virginia has put together a proposal and met with the Historical Society. Hopefully will kick off this summer!!!

**New Business:**

Lawn Mowing Contract – No change from last year with Kyle Baker, \$750 for the season. Virginia made the motion to sign the contract, Becky seconded. The motion passed.

Summer Gardening Program – Sarah Klimek will be doing two program sessions each week starting with a clean up and then “full time” once school is out. She will be working with the CrossRoads program. Adah and Virginia will be meeting with her to determine the details. In the past the program instructor has been paid through a grant. Adah will reach out to CrossRoads about sharing the expense. The program will last through the end of summer.

Community Forum – It was well attended and the library seemed to be a priority among attendees. There were tons of great ideas and community interest.

PR Campaign – The library is doing amazing things! How can we promote it all more! The board discussed finding new ideas and resources to develop a marketing plan that would serve our situation.

The meeting adjourned at 8:20pm

**The next trustee meeting will be Wednesday May 4<sup>th</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