

Highgate Public Library and Community Center

Board of Trustees Meeting

June 6, 2018

Present: Rebecca Howrigan, Becky Johnson, Karen Fortin, Amber Machia, Virginia Holiman

Absent: Liza is on vacation

Public Comment: The plant sale went well, with lots of plants and community participation.

Minutes: Amber made motion, Becky seconded to approve minutes from May 2 meeting. Minutes approved.

Treasurer's Report: Becky made motion, Amber seconded to accept report. Report accepted. Warrants were not presented, and not signed.

Director's Report: Liza sent all Board members copy of her report.

Karen made motion, Becky seconded to accept Director's report. Report accepted.

Michelle's Report: Amber made motion, Karen seconded, to accept Michelle's Report. Report accepted.

New Business: Discussion around if Library wants to be part of Town Planning Grant. Board will keep Planning Committee in loop with our plans.

Old Business: Library has still not received remainder of Municipal Grant.

Much discussion around staff time management worksheets. Majority of Board thought time management sheets are in the library and community's best interest by supplying "invaluable" data, and could be used at town meetings, in grant writing, for new hires, and in future planning activities.

Worksheet will be condensed to only a few general work classifications for easier use.

Karen made motion, Becky seconded, to adjourn meeting. Meeting adjourned.

Next meeting July 11, 6:30.

Respectfully submitted,

Virginia Holiman