

Highgate Public Library & Community Center

July 6th, 2022

Board of Trustees Meeting

Present: Rebecca Manning, Adah DeRosier, Amber Machia, Becky Johnson, Virginia Holiman, Sharon Bosquet

The meeting was called to order at 6:45pm

Public Comment: none

Minutes: Please make note that Virginia Holiman was in attendance at the June meeting. Becky made the motion to approve the minutes from the June meeting. Virginia 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.

There are two charges from EBSCO (magazine subscriptions) that may be a double charge. Shelly is looking into it.

THE CHARLIE CART HAS BEEN PURCHASED!!!!

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

Director's Report: Curbside Kid's Craft (weekly), AgeWell Meals (55 participants), Pre-teen Night, Lego Build Club, Music & Movement with Ms. Patti and Super Saturdays continue. Wacky Wednesday starts on the 13th. Crossroads Gardening Program with Ms. Sarah started on this week (Monday & Wednesday). Inflatables at the Arena will be July 7th @ 11:30. Mr K will be doing a program "the Magic of Water" on Tuesday, July 12th @3. Michael Caduto will be at the library with "Tales From the Deep" on Thursday, July 14th @ 3pm. VINS Raptor Show will be here on Saturday, July 16th @ 10am. The Logger Show will be at the Arena on July 16th @ 5. Adult Virtual Book Club will meet Monday, July 18th. Adult Craft Night will be Tuesday, July 19th @ 5pm. The Crankie Picture Show will be here on Saturday, July 23rd @ 11. Spice World is Iran this month on Monday, July 25th. Watershed Wildlife w/ Southern VT Natural History Museum will be at the library on Tuesday, July 26th @ 2pm. Curbside Family Fun is on Wednesday, July 27th.

Personnel: Adah will be away July 28th-August 2nd. Patti will be on vacation August 8th-12th.

Paddleboard lending has been going well and will open up to surrounding areas next week. Adah has connected with Jess @ Highgate Rec and it seems that the bike lending program is also going well.

Mr. K's camp had 12 kids and went really well.

The OPEN flag is in action!

Adah has communicated with Shelly about how our grant funding works with the end of the FY budget.

There have been many patrons who have signed up for both the Summer Reading Program and the Read & Win Champlain County Fair Program

All of the community field trips are filled to capacity! There is room for expansion!

Adah has purchased new back yard play items with grant funding.

Grants: The Charlie Cart has been ordered and should be here at the end of August. Waiting to hear back about the ARPA grant. This month Adah applied for a Non-Profit Capacity building grant through the Vermont Community Foundation to hire a marketing firm to create marketing plan for the library as well as the Solar Eclipse Activities for Libraries grant for 500 pairs of eclipse glasses.

Our library's theme for the Vermont Fairy Tale Festival is Alice in Wonderland on September 17th. The board may incorporate a retreat into the weekend.

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

Old Business:

-Friends Update: Adah is still working on it!

-Summer 2022 Fundraiser: The board discussed details for the Rusty fundraiser! Becky brought in two additional sponsors – Desorcie's & Scampers. Adah will order a banner with all of the sponsors logos. Fleet Pride donated 4 tickets to the show. Rebecca will ask Desorcie's if they will run a raffle for the tickets and Virginia will ask McCuin's the same. The raffle will be for two pairs of two tickets. Tickets will be \$5 each, 5 for \$20. Sharon will check with her connections about getting show information into local papers. Sharon will manage the bake sale!!! Rebecca will pick up bottled water from Costco to sell at the bake sale table. Clarence & Debbie Miller have donated a grill to raffle off as we see fit. Rebecca will make sure that the grill is at the event and do the signage for the raffle (to be drawn on August 13th). Amber will reach out to the Highgate Reaching New Heights Task Force and ask for volunteers. Adah will reach out to Mr. Pastina about parking at the school. Virginia has Highgate T-shirts for Rusty to disperse to the crowd. The board reviewed donation items for the tea cup auction. Adah will do signage for the raffle table and the bake sale. Adah will talk to Jess about partition use. Amber will pick up balloons! The board will meet at the Arena at 3:30 on the day of the event.

-Craft/Vendor Show Update: Amber presented the application and informational flyer for the show. Adah will create a FB event to share. Amber will connect with Angela to get the information out into the world.

-Friends Group Update: Sharon will work with Adah to reach out to the list of prospects.

New Business:

-Community Forum Update: Adah will be scheduling a meeting to determine the next steps as well as look at scheduling a community meeting for follow up later this year.

-Summer Programming Update: Things are "crunk"

The board entered executive session at 8:20 to discuss personnel. The board re-entered normal session and adjourned at 8:30.

The next trustee meeting will be Wednesday August 3rd 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