

Highgate Public Library & Community Center

January 5, 2022

Board of Trustees Meeting

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

The meeting was called to order at 6:37pm

Public Comment: Amy commented that her parents are really enjoying the Age Well Meals.

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.

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

Director's Report:

The ski program starts this Sunday! Water park tickets are also available. Ski tickets are \$60 for adult, \$40 for kids, \$25 for kids under 5.

Curbside Kid's Craft (weekly), AgeWell Meals, Teen Night (weekly), STEM Curbside Craft and Super Saturday's continue. New programs this month include Bad Art Night, Family Pizza & Take Home Scavenger Hunt, Tutu Workshop, and Adult Paint Night. Spice World is Ireland this month! Adult Virtual Book Club continues!

Patty is doing a January Wellness Calendar program on FB. It is awesome!

Afterschool program is ROCKING with 20 kids signed up!

Personnel: There are currently two patrons interested in volunteering in the future.

The board spoke with Shelly regarding PTO/comp time for Patti when she works over 19 hours per week. Adah will follow up with Patti.

There are currently 47 people signed up for AgeWell Meals each week.

The library filled 38 Operation Happiness stockings this year (all that were available).

Coats and snow pants donated by Gadue's Dry Cleaning are still available at the library.

There have been lots of positive comments about the library re-suffle and the Vermont Room has been used regularly.

Adah will work with her contacts at Highgate Elementary about sending information about library activities home with kids either in paper form or digital through Seesaw.

Adah has completed and submitted the annual state report.

Fairytale Calendars are still available for sale.

Trampoline Design donated their time to create graphics and copy for the library's Giving Tuesday Campaign. The illustration that they created was posted to IG and FB and has brought in \$500 of donations! Adah will send a thank you card from all of us!

The library sold 26 memorial ornaments and raised \$130. It's a tradition!

Three MVU high school history sections came to tour the library and learn about local government.

There were 20 letters to Santa at the library this year (5 more than last year).

There were about 60 people who came for the Santa's Village event. The library needs a sound system.

Grants: The ARPA funds were received and Adah purchased Launchpads, Wonderbooks, new computer chairs for the public computers and foldable lego tables! The library did not receive the Landon Innovation Award, but did win the Sisters in Crime We Love Libraries grant (IG feature and \$500 to spend on books). The library also received the VT Reads teen books for a teen book club this winter and the ARSL grant for the Charlie Cart (\$5,000) and the FirstBook Connectivity Stipend (\$1,000). Waiting to hear about the Storytelling Mini Grant, Google For Nonprofits account, Inclusive Financial Literacy Kit Grant and the Neighborhood Forest Grant. The library received the Northwestern Counseling Services Stoy Time Grant for \$2,000 and is yet to receive the funds.

Adah has applied for the ALA American Rescue Plan's Humanities Grants for Libraries and plans to apply for the Peggy Barber Tribute Grant and a grant through the Awesome Foundation for more funding toward the Charlie Cart.

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

Old Business:

-Friends Group Update: Adah has been compiling a list of potential members to send out invitations to. There are currently only two active members of the group.

-Little Free Libraries: The rehabilitated unit is at H&B's!

New Business:

-Covid Update: There is no new information at this time.

-Fundraiser: Virginia will talk to Rusty about doing a spring or early summer truck stop show fundraiser in 2022. Virginia spoke with Heidi about making the event part of a larger community celebration. Virginia & Rebecca will bring the idea up at the next Village Core meeting. Shooting for July or August.

-Town Report: Adah sent out a first draft to the board. It is due to Shelly by January 13th.

-Day In The Dirt: The date hasn't been set yet. Virginia presented an idea of building a garden shed. Adah has some grant money set aside for outdoor storage. It's a possibility!! Virginia will be away for May and June but wants to do summer Garden Program activities. Adah has a lead on a community member who might be interested in starting the program for the year.

Becky made the motion to adjourn to watch the Celtics. The meeting adjourned at 8pm.

The next trustee meeting will be Wednesday, February 2nd at 6:30pm

Submitted by Amber Machia

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