

Highgate Public Library & Community Center

October 7th, 2020

Board of Trustees Meeting

Present: Adah DeRosier, Rebecca Howrigan, Virginia Holliman, Becky Johnson, Amy Bouchard, Amber Machia

The meeting was called to order at 6:40 pm

Public Comment: We are SOOOOO excited and happy to have our new Director!

Minutes: Virginia made the motion to accept last month's meeting minutes. Amy seconded. The minutes were approved.

Treasurer's Report:

-We came in at about 92% of our budget for FY '19-'20.

-Budget reports that 41% of Workman's Comp budget has been spent. Possibly premium payment? Rebecca will look into this.

Warrants were approved and the budget status reviewed.

Motion to approve Treasurer's Report made by Becky. Virginia seconded. The Treasure's Report was approved.

Director's Report:

-Book Sale this Saturday!

-Tuesday – Mr. K is coming to do a nature journal program!

-Oct 17th – Harvest Festival

-October 31st – Trick or treating & Scary Stories! Rebecca will supply Candy Shoots (for contact free candy delivery)

-New – Adult curbside crafts!

-Highgate Ski Program – rates have increased slightly from last year (\$5/adult). No waterpark passes. Paloma is interested in coordinating the program and lives closer to the mountain this year! Adah will work with her to cover the weekends.

-Friends Group – next meeting is October 20th. Working on a calendar fundraiser idea.

-Hoping to fill Library Assistant Position by next week.

-Lots of grant application action going on. Including the Spark! Connecting Community Grant, Libraries Transforming Communities and a Walmart Tech grant.

-Looking to expand the Library of Things. Adah has created an Amazon Wishlist to share with the community to accept donations of some items. She will continue to look for grants to acquire items. Library of things will be promoted through FB, Frontporch Forum and the school.

-Adah has been looking for online donation platforms that can be linked through our website. They all take a percentage to process credit cards, some charge a fee. She has also been working on an annual fundraising letter to send out before the holidays.

Becky made the motion to approve the director's report. Amy seconded. The Director's Report was accepted.

Old Business:

-Story Walk: Vandalized plexiglass has been removed. New plexiglass has been purchased from McCuins. We need a new book! Adah will reach out to other libraries with Story Walks and see if there is potential to share the story walk books.

-Friend's Group Update by Amy: Funds are being consolidated to one bank. Tammy is the secretary. The Friend's Group has lost their 501C3 status because the appropriate paperwork was not filed. Rebecca will follow up with Megan Gilmore (President) about the 501C3 status and action plan. Next meeting is October 20th. Megan will be invited to the next board meeting to get us all on the same page.

New Business:

-October Activities: Book sale this Saturday 9-12, has historically been by donation but the board supports whatever Adah decides to do. Adah will look at repairing the existing sidewalk sign and find replacement letters for future use. The book sale will be held inside and board member will be available to help out.

Harvest Festival: Will be held 10-1 on October 17th. Board members will contact people with tractors. Hot dogs will be available. Amber will bring a hay bale. Virginia will bring cow cut outs for photo ops and check in to Dairy Promotion availability of milk and cheese.

Halloween: will be outside with story time and a fire. S'more kits may be individually wrapped.

-Winter Library Activity: Adah has been brainstorming some outside activities – possibly caroling.

-Inside In-Person Events/Programming will start to be offered by sign up.

-Security System Upgrade: The cost quoted through the town is \$8,643 for the IP system. Analog system is closer to \$1,000. The IP system could be transferred to a new location. There would be an additional annual fee. There are some other options including Google Nest. Cameras are available for indoors or outdoors and the monthly fee is \$8/month and the system stores information for 30 or 60 days. Adah reviewed a couple other options that were a bit pricier with other options. Adah has been checking with other libraries about what they use. It might be possible to work with the Friend's Group to fund the security system upgrade. Virginia made the motion that the board will not participate in the town's security system upgrade plan and that Adah use her discretion and research to move forward on another security system as she sees fit. Becky seconded the motion. The motion passed. Rebecca will let Heidi know.

-Virginia reviewed the Reframing Ageing Workshop that she attended virtually on September 25th. Much of the workshop discussed re-naming and using different words when referring to "older Vermonters." The program also discussed easy access to all facilities, encouraging multi-generational activities and program and grant opportunities to serve this population.

-Little Free Libraries Update: Rebecca has reached out and found that there is no longer Woodshop at MVU. She is continuing to reach out to programs to see if anyone could build the housing set up for the books.

-Virginia mentioned the possibility of connecting about Rebecca Rupp for maybe doing a workshop or connecting people who are interested in homeschooling.

The board adjourned at 8:30pm

The next trustee meeting will be Wednesday, November 4th at 6:30

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