Highgate Public Library & Community Center

June 3rd, 2020

Board of Trustees Meeting

Present: Rebecca Howrigan, Virginia Holliman, Becky Johnson, Amy Bouchard, Michelle Beaulieau, Amber Machia, Sharon Bosquet

Public Comment: None

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

Treasurer's Report:

-6/1 Wicked Klean charge of $150 -- Rebecca will check with Shelly, the cleaning service has not been to the library in several months.

~~-McCuins bill of $258.93 is a combination of Rec Path Story Walk expense and other library expenses.~~ Amber turned in one invoice for Rec Path Story Walk expenses and will get the other to Michelle asap. The Story Walk upgrade project cost about $200.

-The board discussed staff pay periods and pay since the library has closed. Staff are now using the time clock.

-The library is projected to come in under budget for the FY 19-20.

-Special Programs appears over budget but is not accurate due to deposits (discussed at last in person meeting) – Michelle cleared this up with Shelly, the numbers appear to be off because of money shuffled to pay Rusty and then transferred to the Friends Group.

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

Director's Report: By Michelle

-The basement has been reorganized. There are several pieces of antique furniture that we have no use for and take up a lot of space. Amy made the motion that Michelle decide what should go and donate it to the Historical Society for their yard sale. Virginia seconded the motion. The motion passed.

-The staff has completed the VOSHA training.

-Michelle and the staff have attended virtual meetings on library reopening and safety.

-Summer Reading Program information should be going out with school packets soon.

-Virginia suggested the staff use their time to prep multiple projects and record multiple virtual programs to be released over the next several weeks. Michelle is not comfortable doing recordings for virtual programs.

-Make and take crafts have been well received.

-The board discussed how outside (in our back yard with required sign up for a limited number of participants) programming might benefit the community and what it might look like. The board also discussed how completely closing the library for the foreseeable future might affect the community and what it might look like.

Amy made the motion to approve the Director's Report. Virginia seconded. The report was approved.

Old Business:

-Quotes -- Raised Beds - Virginia had a lead on additional quote for a raised bed and gave the information to Michelle for followup. Another quote came from Jameson Fortin totaled $507 (including donated milling services and labor). The board discussed what a new bed might be used for since this year's programming is unconfirmed. Sink – McCuins has not gotten back to us with a quote. Michelle will follow up with Corey again

-Friends Group – There are several accounts at two separate banks that have Friends Group funds, totaling nearly $40,000. It is imperative that a Friends Group is established immediately and can take responsibility for these funds. Amy has volunteered to be the board liaison for a Friends Group. Amber made the motion that Amy take leadership in doing appropriate research through the Department of Libraries, schedule a Friends Group Meeting, personally invite individuals and get the process moving with the goal of establishing a functioning Friends Group and reorganizing the finances so that they are consolidated and legal. Becky seconded. The motion passed. ***UPDATE* The first Friends Group meeting will be held on Tuesday, June 16th at 6pm in the library garden.**

-Reorganization of the Library & Relocation of the Director's Desk: Michelle reports that the library has been reorganized and cleaned and she has moved her desk to the Vermont Room. Kids toys have all been put away in preparation for re-opening.

-Summer Program Planning: Next week will be rock painting. There will be weekly pick up activities with virtual accompaniment. Regular programing (Messy Monday, Tunes on Tuesday, Story Hour Wednesday) may be able to resume outside weather dependent with safety precautions. Sharon noted that it might be easier to just start with one program at a time.

-Lawn Care Contract from Ben Nye is $800 for the season. Amber made the motion that we accept the contract. Amy seconded the motion. The motion passed.

-Library policies and bylaws will be reviewed and updated by the board at a special meeting/executive session on June 17th at 6:30.

-Rec Path Story Walk: The project has been completed. It cost about $20 more than the proposed budget (total around $200). The board discussed some kind of plaque to recognize that the project is maintained by the HLCC.

-Little Free Library: Becky and Rebecca spoke with Robin Gagne about construction. They will follow up with her.

New Business:

-Norm Lavallee Plant Swap raised $199.

-The board discussed how we might do a book sale or swap safely and also how we might deal with left over books. We will look at doing this later in the year.

-Materials needed for sanitizing the library – Michelle will continue to use diluted bleach spray.

-Phased Library Reopening Plan – Michelle has drafted a plan with 5 phases. We are currently in phase 2 of the plan (allowing curbside book pick up and staff working in the library). The governor's policy quoted in phase 2 will be removed, keeping the portion that notes the HLCC guidelines as dictated by the governor's new work-safe policy. Phase 3 will allow patrons to enter the library using precautions. When the library becomes open there will be a maximum capacity of 8 people (including staff) indoors. The library has 800 square feet of usable space. Patrons will be encouraged to call ahead to check availability of space and will also be required to wear masks and use hand sanitizer upon entering. There will also be a contact log kept and patrons will need to sign paperwork that they haven't had symptoms or contact. Phase 4 will include limited programming beginning outside. Michelle will revise the plan. Becky made the motion to accept the phased reopening plan with discussed changes. Virginia seconded. The motion passed.

Executive Session – entered at 9:40pm, exited at 10:40pm

***The Board of Trustees will meet next in Special/Executive Meeting on June 17th at 6:30pm at the library.**

The next normally scheduled trustee meeting will be Wednesday, July 1st 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