

Highgate Public Library and Community Center

Board of Trustee meeting

August 1, 2018

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

Public Comment: none

**Minutes: Karen made motion, Becky seconded, to approve July 11 meeting
minutes, minutes approved**

**Treasurer's Report: Becky made motion, Amber seconded, to approve
Treasurer's Report, report approved.**

Michelle's Report: Michelle's last day will be August 9th.

Someone will need to keep Facebook page up to date after the 9th.

**Staff may report any problems or questions to Rebecca or Virginia until new
director is in place.**

**Amber made motion, Karen seconded, to accept Michelle's Report, report
accepted**

Amy Kemp joined the meeting

**Rebecca made motion, Amber seconded, to enter into Executive Session to
discuss Personnel Issue, inviting Amy and Sharon to join Board. Board entered
into Executive Session.**

Board came out of Executive Session

Amy Kemp left meeting.

**New Business: Contributions have been received, in memory of Barb Chevalier.
Thank you's have been sent. It has been requested by her family to set up a
fund to honor Barb Chevalier and her parents, by starting a new "Build a new
Library fund" in their names.**

Amber made motion, Karen seconded, to change number in Highgate Library Personnel Policy from 3 weeks to 4 weeks notice must be given to the Board of Trustees when planning to leave the Library Director's position. Motion approved.

Karen made motion, Amber seconded to enter into Executive Session to discuss Personnel. Board entered into Executive Session.

Board came out of Executive Session. Rebecca will offer first choice candidate the Director's position.

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

Next regular Board of Trustee Meeting will be September 5th at 6:30.

Respectfully submitted,

Virginia Holiman