

Highgate Public Library & Community Center

October 5th, 2022

Board of Trustees Meeting

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

The meeting was called to order at 6:46pm

Public Comment: none

Minutes: Virginia made the motion to approve the minutes from the September meeting. Becky 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.

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

Director's Report: Curbside Kid's Craft (weekly), AgeWell Meals (49 participants – program has run out of grant funding and they are now asking for a suggested donation per meal), Teen Night (Wednesdays at 4pm), Build It Club (Thursdays at 4pm), Crafty Munchkins with Ms. Patti, (Mondays at 10:30), Curbside STEM (October 13), and Super Saturdays continue. Adult Virtual Book Club (October 24th @ 5pm), Coffee & Conversation for Older Vermonters (Wednesdays @ 10am), Adult Craft Night (Tuesday, October 18th @ 5pm), Curbside Family Fun (Ghostmallows on a string, Wednesday, October 29th), Haunted Highgate & Halloween Trunk or Treat is Monday, October 31st @ 5:30 at the arena. Spooky Tales w/ Ms. Virginia will be on Saturday, October 29th @ 6pm Harvest Festival w/ pie baking contest & canning/preserving program will be on October 22nd 9:30-11:30.

Afterschool Program: There are 9 kids this session (Thursdays @ 3:30)

Personnel: Patti's two year anniversary is coming up and Adah will do a review with her in November

THE CHARLIE CART IS HERE!!!

Bent Northrup Library Memorial Library – building is 4100 sq feet. Their item collection is 7,725. The upstairs loft does not house books (not handicap accessible). Our collections is around 5,400 currently. Adah is meeting with Sarah to discuss their building and any changes they would make/do differently.

The Fairy Tale Festival was HUGE (approximately 850 attendees).

Coffee & Conversation has been going well. Bingo was a hit with 6 people!

Adah met with Kelly @ HES. They will plan on having the kindergartners come to HLCC in the spring to introduce them to the library, get them library cards and signed up for the summer reading program.

Grants: Adah met with Tess from the Grassroots Fund Seed Grant about the older Vermonter program for potential funding for it (will find out on Friday -- \$1,000). She is also meeting with Peggy Rainville for collaborating on a grant for artist led programming. Adah applied for the Jordan Miller story telling mini grant to hire a local storyteller for storytelling events at the library (\$500).

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

Old Business:

-Fall Events: Harvest Festival, Haunted Highgate (Jess will run the haunted arena, Adah & the PTKO will run the trunk or treat).

-Craft/Vendor Show Update: The event is pretty much at capacity. The board discussed some loose ends.

-Library Design – we need to take a field trip to Charlotte!! (after the new year)

-Friends Group Tea Party – will be postponed until after the new year

-Teen Nights – haven't been well attended. Swanton holds theirs once a month and there is always pizza/dinner. Adah and Patti are working on restructuring.

New Business:

-REDI Library Consultant Grant – Adah has connected with Christine Graham (CPG) who may be a good fit for consulting on a plan for fund raising for the new library. The REDI grant is \$6,000. She has sent over a proposal with a financial break down. Christine has a good vibe and has worked with several libraries in the past. WE ARE EXCITED!!

The next trustee meeting will be Wednesday, November 2nd 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