

**Highgate Public Library & Community Center**  
**December 4, 2019**  
**Board of Trustees Meeting**

**Present:** Becky Johnson, Amber Machia, Rebecca Howrigan, Virginia Holiman, Michelle Beaulieu

**Public Comment:** None

**Minutes:** Becky made the motion to approve meeting minute from November. Amy seconded. Minutes were approved.

**Treasurer's Report:** There are 3 Amazon charges on 11/7 charged to three different accounts with the same description of "LIB BOOKS PROGRAMS." Michelle will figure it out and let us know next month. There are still some Whoville expenses that will be posted. \$250 for Santa and \$300 for cookies and some costs for advertising and a couple hundred on decorations and lights. The generator is \$42/day. We should be close to break even. The light panels have disappeared.

Any expenditures over budget will be cleared with the board prior to money being spent.

Motion to approve Treasurer's Report made by Becky. Virginia seconded. Treasurer's Report were approved.

**Director's Report:** By Michelle

- Numbers for November were a little down (due to high numbers in October for big programs)
- Paloma's last day is December 23rd

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

**Old Business:**

- Michelle had spoken to Heidi about grant money available to make a promotional video for the library. We will start to work on presentations/video to be ready for town meeting after Whoville.

**New Business:**

- Ski Program: The Friends Group made about \$1200 on the program last year. There are 10 dates. Some weeks there are 40-50 people. Paloma is interested in doing the program this year for \$60/date. There are no other volunteer prospects at this time. The board agrees that we want the program to continue, but it has historically been challenging. The program will be run through the Library this year so that the library can manage the program and look for volunteers to help for this year and in the future (Paloma will train interested individuals and allow for volunteers interested in running the program to do so in exchange for ski passes). The goal is that there is a Friends Group established by the end of 2020 to take over the program for next year. Michelle will email previous program participants and post on front porch forum to look for volunteers to run the program this year.

- Program & Outreach Coordinator Job Description: Has not been updated. Michelle does not want to hire for the position as it currently exists. She would like to take some time to re-evaluate the position. She would like to hire a part time temp or sub to cover hours as needed and offer more hours to the existing staff member.
- The town is doing a feasibility study on the buildings associated with the Machia Property. The library can be appraised as part of the program. The cost is a \$250 match. There is some money in the future budget. Becky made the motion to make the match and Virginia seconded. Michelle & Virginia will talk to Heidi about being on the agenda to present the needs of the future library at the January 14<sup>th</sup> meeting.
- Volunteers will be here to help with Whoville decoration and set up on Thursday.

The board entered executive session at 8:05 and exited at 9:45

**The next Trustee meeting will be Wednesday, January 8<sup>th</sup> 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**

- Annual review and update of all Library policies and board by-laws

**MARCH**

**APRIL**

- 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