

Highgate Library and Community Center Board of Trustees

Wednesday, July 1, 2020

Present: Amy Bouchard, Rebecca Howrigan, Virginia Holiman, Becky Johnson

Excused: Amber Machia

Guests: Michelle Beaulieu

The meeting was called to order at 6:40 pm by Rebecca.

Amy made the motion to accept the minutes from the June meeting. Virginia seconded the motion. There was no discussion and the motion passed unanimously.

The budget was available in print for all to review. HLCC will finish the 2019-2020 fiscal year approximately 10% below budget. Amy made the motion to accept the Treasurer's Report as presented. Virginia made the second. It was asked if the cleaning company has been to the library, Michelle reported that she thought they would not be back until the library was open to the public again. With no further discussion, the Treasurers Report was approved.

Michelle presented the Director's Report. Almost 200 books have been checked out via curbside services, and the curbside crafts have been very popular. Michelle offered to help Sarah with the Fairytale and Fantasy Gardens, as she has supplies at home she prepped when she was working from home. Michelle ordered the handicap accessible raised bed to be built by Shawn Rollo. She has been unable to connect with Corey McCuin to get the sink purchased or installed. Sarah is willing to facilitate the Summer Garden Club. Becky made the motion to accept the Director's Report as presented. Virginia seconded the motion. The Director's Report was approved.

Michelle has applied for and received a \$200 grant for a summer performer, historically this has gone towards the VINS presentation at the arena. Michelle discussed the option of this same presentation via an online forum. The UVM social studies grant the library was approved for should be sending their materials out soon. The Google grant is for in-person training on the computers, so at this time, we have been unable to utilize those funds.

Amy gave an update on the Friends of the Library. They met in June and have a Zoom meeting scheduled for July 14th. The Friends offered to rent a 20x20 tent for outdoor programming if there will be summer programming.

After much discussion, the Board decided to proceed with virtual and curbside programming through the summer, until a new Director is hired. There was discussion about closing on Saturdays for the same time period. Amy said she would hate to be closed on Saturdays and suggested the Trustees volunteer on Saturdays as they had done in the past.

Amy made the motion to enter Executive Session at 7:35 pm to discuss personnel. Exited Executive Session at 8:20 pm.

Becky made the motion to Approve the Phased Reopening Plan as written, with the ability to change it as needed in the future. Amy seconded the motion. The Phased Reopening Plan was approved unanimously.

The Trustees will review the final policy and appendices at the August Board meeting.

Rebecca made the motion to enter Executive Session for personnel at 8:35 pm. Exited Executive Session at 9:50 pm and the meeting was adjourned. The next regular meeting will be August 5, 2020.

Respectfully Submitted,

Rebecca Howrigan