

Highgate Public Library & Community Center

January 8th, 2020

Board of Trustees Meeting

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

Public Comment: None

Minutes: Dates on previous meeting minutes were fixed before they were filed. Amy made the motion to approve meeting minute from December. Becky seconded. Minutes were approved.

Treasurer's Report:

-Wicked Klean Housekeeping 12/3 bill is \$280 and 1/2 bill is \$224 (same as November). Rebecca will check with Shelly on the difference in charges.

-Grant writing funds: The library should continue to write/work on/utilize grants independently of the town offices. In the long term future grant writing expenses should be taken out of individual library expenditure line (not the Grant Expenses line).

-New England Medical Library Community Engagement & Health Grant: Can be used for new computers for \$10,000. The application will be due in the spring. Michelle has information on the grant from other local libraries!

-Michelle followed up on the 3 Amazon charges from 11/7 and resolved the line item filings.

-Two financial gifts have been given to the library -- \$400 from the Tyler Place (to go into the Anderson Account) and \$50 from Megan Evans given in memory of her grandmother, Jeannette Nolan. The money will be used to put together a reading basket to raffle at town meeting. Michelle will send thankyou notes.

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

Director's Report: By Michelle

- Numbers are up for December
- Whoville: \$1005 was collected. Around \$2,000 was spent on the event. Expenses will be lower next year. Tickets may be available to purchase online next year (and mailed out).

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

Old Business:

-Village Core Plan Meeting is on January 14th: Michelle will present our 2017 feasibility study as the basis for our work on a future new library and explain that we are not tied to this plan but it is our starting point to move forward from. Michelle will print out pages 2-9 to hand out, which summarize

the plan and goals. Michelle is working on getting financial information from Fairfield's newly built library.

-Town Meeting Day Presentation: Michelle will work on a survey to be available at town meeting. We will also have a visual idea board for people to contribute to. Michelle will work on creating an informational video presentation using testimonials from patrons.

-Ski Program: There was some confusion on ticket prices for the first week. The program was not put on Front Porch Forum and previous program participants have not yet been emailed. Michelle will work on more promotion of the program. Will check on posting in on the Messenger and the town's digital board.

-Job Descriptions: Michelle has updated the Part Time Program & Outreach Coordinator description and the job posting. The job will be posted tomorrow and applications will be accepted until January 27th. The Clerk position is good as it currently exists.

-Personnel Management Webinars: Michelle will be taking three through the ALA.

New Business:

-Board position up for election: Becky's term is up. She will be running for the position again for a 5 year term. WOOT!

-Staffing plan: Erica's hours will remain the same at this time. The Program and Outreach Coordinator position will be posted. We discussed the future possibility of having a youth page position.

-Time clock: Shelly has ordered us a new time clock. Personnel policies need to be updated to reflect the requirement of using the time clock. Policy for using text messages for communicating between staff also needs to be updated to allow this as an acceptable means of communicating.

-The Logger: Amy, Virginia & Michelle met with Rusty. The library needs to do the advertising. Rusty will supply a poster template that we can use. Each ticket sold through the library earns \$2. The library can do a 50/50 raffle during the show. Proceeds go to the library. The library can do food sales during intermission. Tickets are \$25(?). Tickets will be available through Eventbrite. The library can find three sponsors for the show (Rusty has supplied a plan for marketing this aspects) – Amy & Michelle will work on this. We need to check on fire code – should be able to sell 200 tickets. The show is 7:30-9:30ish on February 29th. A portion of the proceeds will be for David Roddy Memorial Camp Scholarship Fund for children to attend camps. Trustees will each secure 1-2 donations for a silent auction (ticket style). Amber will donate milk. Coffee and tea will be available. Virginia & Amy will be working on these details.

-Comedy for a Cause: Will be adults only this year. It will be April 10th. We can sell up to 70 tickets. The event is at Twiggs. We will need 3 sponsors (totaling \$600) if possible.

The board entered executive session at 9:00 and exited at 9:45.

The next Trustee meeting will be Wednesday, February 5th 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