

## Highgate Public Library & Community Center

August 3, 2022

### Board of Trustees Meeting

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

The meeting was called to order at 6:57pm

**Public Comment:** none

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

The food pantry funds are covered by the Ben & Jerry's grant

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

**Director's Report:** Curbside Kid's Craft (weekly), AgeWell Meals (52 participants), Pre-teen Night, Lego Build Club, Music & Movement with Ms. Patti, Curbside STEM, Wacky Wednesday and Super Saturdays continue. Garden Club with Ms. Virginia is Tuesdays in August 10-11:30. Drumming for kids and adults will be on Saturday, August 6<sup>th</sup>. Outdoor Water Games will be on Monday, August 8<sup>th</sup>. Wet & Wild Inflatables @ the Arena will be August 17<sup>th</sup> at 12:30. Ed Pop Magic Show will be Monday, August 15<sup>th</sup> at 3pm. Big Blue Trunk @ the Arena on Wednesday, August 17<sup>th</sup>. Curbside Family Fun is Flashlight Tag with S'mores will be Wednesday, August 24<sup>th</sup>. Adult Virtual Book Club is Monday, August 29<sup>th</sup> at 6pm.

**Personnel:** Patti will be on vacation August 8<sup>th</sup>-12<sup>th</sup>.

Summer Garden Program with Ms. Sarah went well, but attendance was up and down.

Paddleboard lending has been going well and is open to surrounding areas next week. They have been signed out 28 times already!

Community Field Trips have been going well however some people have not shown up that were registered, which is frustrating because there has been a waiting list. Adah and Jess will work together to contact people ahead of the next event.

Adah ordered two text magnifying devices to add to the Library of Things.

Heidi and Adah have met with Mariah Noth about the REDI grant through the VYT Housing and Conservation Board. The funding would provide up to \$6,000 to hire a consultant to help with fundraising mapping and general project planning and grant funding for the new library.

Grants: The library did not receive the Non-Profit Capacity Building Grant through the VT Community Foundation. The library did receive the second round of ARPA grant money (\$1,800) from the state and is waiting to hear back about eclipse glasses. Adah applied for a Beyond Our Walls Gaming grant for creating a local history scavenger hunt in Highgate!

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

#### **Old Business:**

-Summer Fundraiser: sold 88 tickets (\$2,200). The library made \$880 for the new library. The 50/50 gleaned \$51. The Auction gleaned \$260 and the bake sale gleaned \$373 for the Mr. Roddy Scholarship Fund.

-Fairy Tale Festival: Adah needs a head count for the Friday sleep over. It's going to be awesome. Becky has "anal glaucoma" ... she can't see her a#@ doing that. Amy is out of town.

-Grill Fundraiser: we need to sell some tickets! Virginia might be able to move some at Field Days (Thursday & Saturday mornings). Adah will ask Wendy to push the news through the town venues, put it on FPF, and will print some flyers to put out.

-Craft/Vendor Show Update: Amber has emailed out the info & application to the email list and the board will do the follow up via phone over the coming week. Amber will reach out to Mr. Pastina regarding 220 outlets for food trucks to determine how many we can have. Adah will be making a flyer and linking the forms to the website and FB page.

#### **New Business:**

-The Village Core Group is now meeting monthly. They met this week and did site visits. The group has received some grant money (\$30,000 from Vermont Community Development Program Master Plan Grant). \$15,000 of that grant is for developing a library schematic design!!! It will include hiring and architect. Members from both the VCMP and Trustee Board will work together on the project. The board discussed the existing property. Several aspects of the property will need to be voted on by the town.

**The next trustee meeting will be Wednesday, September 14th 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