

Highgate Public Library & Community Center

~~May 5th, 2022~~

May 4, 2022

Board of Trustees Meeting

Present: Rebecca Manning, Adah DeRosier, Amber Machia, Becky Johnson, Amy Bouchard, Sharon Bousquet

The meeting was called to order at 6:48 pm

Public Comment: Adah explained that the article that was recently published in the St. Alban's Messenger was meant to be about the food pantry but was instead written about hopes for a new library (unbeknownst to Adah). The article did not reflect the interview and had several untruths in it. Much of the information in the article was taken out of context and just plain wrong. Adah would invite any questions from the public regarding the article.

Minutes: Amy made the motion to approve the minutes from the April 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.

The line for SS & Medicare was at 117.4% of budget last month. Adah worked with Shelly to resolve the issue and correct it.

The budget appears to be at 107.6% for the year because of how the grant money shows up.

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

Director's Report: Adah switched the Teen night to Pre-Teen night in hopes of attracting more of a crowd. Curbside Kid's Craft (weekly), AgeWell Meals (52 participants), Super Saturdays continue. Green Up at the Library is this Saturday. Curbside Family Fun Night, Curbside STEM, Virtual Book Club, Spice World (Canada) all continue. Lego Build Club starts Thursday, May 19th at 4pm. Flea Circus with Ed Pop will be on Saturday, May 21st @ 11am. Adult Craft Night (birdhouses) will be on Tuesday, May 24th @ 5:30. DFA Dairy Event at the library will be Saturday, May 28th @ 10am.

Adah has 15 kids in her afterschool program!

Bike Locks have been purchased and bikes have been stickered (Rec Department). Adah will send out the draft lending policies.

The food pantry has been utilized regularly.

Prom Dress Giveaway is going well (12 dresses have been taken).

There are 9 kids signed up for Mr. K's Summer Program.

Adah attended Big Rig Day and met lots of new people and handed out program flyers, stickers and bookmarks.

Clean Up Day at the library will be this Saturday. We will also be planting fruit plants that were purchased with grant funds!

Grants: The library did not receive the VT Afterschool Summer Matters Grant this year or the Spark! Connecting Community Grant for funding towards the Charlie Cart. The library has \$8500 toward the cart and Adah will be asking the Friends for the remaining \$3500.

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

Old Business:

-Friends Update: Adah has one individual interested in joining and she is planning the Invite Only Friends Group Tea Party event for June.

-Summer 2022 Fundraiser: The board reviewed Ms. Virginia's information recon. It will be on July 16th at 6pm at the Arena. The popcorn machine will be available. The Pheonix House will be there with their food truck at 5pm. The truck will be parked in the Arena parking lot with seating (BYO) in the parking lot. We will need to rope off the arena parking lot and leave a handicap area. We will need people collecting tickets and entrance booths that are clearly marked.

Adah will get 50/50 raffle tickets. Adah will also design and print tickets that will be available at the library and through board members. She will also make a facebook event that can be shared.

The board discussed if the event should be in support of the Mr. Roddy Scholarship Fund or the Library Capitol Fund. The board decided that the event will be to support the Library Capitol Fund and the 50/50 raffle and "auction" for donated items proceeds will go toward the Mr. Roddy Scholarship Fund. The scholarship fund needs a mission statement if it doesn't have one yet.

The board discussed ticket price -- \$22 vs. \$25 and decided on \$25 because there is less change to make. The board discussed how tickets can be purchased (in advance? On line? In person? Tickets to hold in your hand or not?). Sharon is going to work on options for us!

The board reviewed the sponsorship information that Virginia passed along from Rusty. There are 3 levels of sponsorship. Amy will look for something that we can use as a receipt for sponsors.

Amber will secure a manager for a baked goods by donation table. The board signed up for donors to reach out to for sponsorships and donations.

New Business:

Plant Swap will be May 28th 10-noon.

Summer Garden Program: Will be taking place just for July through Crossroads Mondays and Wednesdays 9-11. There will be 10-15 kids each week. Sarah Klimek will be running the program. The board discussed options for extending the program into August and September.

Community Forum Update: At the last meeting the community decided on 3 ideas to develop task force groups for. The library came in near the top. Adah will be working with the leadership moving forward.

Memorial Day Parade: Adah is working on securing a trailer to decorate. Patti is pumped for this. She is also in contact with the school to get volunteers to help make props. The board discussed who might walk with the library group and how to recruit people to help make props and get involved.

Summer Programming: Good stuff is coming!

The meeting adjourned at 8:45

The next trustee meeting will be Wednesday June 1st 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