

Highgate Public Library & Community Center

September 14, 2022

Board of Trustees Meeting

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

The meeting was called to order at 6:48pm

Public Comment: none

Minutes: Becky made the motion to approve the minutes from the August 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.

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

Director's Report: Curbside Kid's Craft (weekly), AgeWell Meals (53 participants), Pre-teen Night (Wednesdays at 4pm), Lego Build Club (Thursdays at 4pm), Music & Movement with Ms. Patti, (Mondays at 10:30), Curbside STEM (Sept 15th), Wacky Wednesday and Super Saturdays continue. Fairy Tale Festival in Killington on Saturday, September 17th (the library will be closed). Cider & Donut Social (Thursday, Sept 22nd @ 5pm), Mini Golf (Saturday, September 24th @ 9am), Adult Virtual Book Club (Tuesday, September 27th @ 5pm), Coffee & Conversation for Older Vermonters (Wednesdays @ 10am), Adult Craft Night (Tuesday, September 27th @ 5pm), Curbside Family Fun (Rainbow Scavenger Hunt, Wednesday, September 28th @ 10:30am)

Personnel: Patti will be on vacation September 20-23.

There were 48 paddleboard loans this summer!

Craft Show application & info sheet are available on the website and Adah has created a flyer and FB event.

Summer Reading Program is over. End of summer party was a huge success!

Community Field Trips this summer were a big hit and will continue next summer!

The library received a mini microphone from the state department to loan out to patrons.

Adah has secured a reindeer for the Santa's Village event on December 10th!

The town received the RED! grant from the VT Housing and Conservation Board for \$6,000 to pay for a consultant for the new library project. Adah is working with Heidi to find someone who can work with us on this.

Grants: The library received the eclipse glasses grant for 500 glasses for the next solar eclipse. The library did not receive the Beyond Our Walls gaming grant. Adah applied for the Grassroots Fund Seed Grant for funding for the Older Vermonters Program. She is also working with a local artist to run art programs for the Older Vermonters Program as well. Adah will work with that individual when applying for the Creative Aging Grant through the Vermont Arts Council to cover the artist's teaching costs and materials for several programs.

THE CHARLIE CART SHOULD BE COMING SOON!!!!

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

Old Business:

-Fairy Tale Festival: Costumes & décor are all accounted for! Weather looks great. Adah & Patti will be heading down to set up on Friday afternoon!

-Craft/Vendor Show Update: We have around 42 vendors and 60 spaces filled. Amber will send out another email to the list and extend the application date. Rebecca will work on food truck options. Amber will follow up with Mr. Pastina and the PTKO on the school fundraiser opportunity. Amber will meet with Angela to get the layout set up within the next couple of weeks.

New Business:

-The Village Core Group is now meeting monthly. Not much to update this time around!

-Harvest Festival: October 22nd!! 9:30-11:30. Adah is hoping that Veggie Man will come. There will be crafts and snacks and contests. Pie Contest!

-Haunted Highgate @ the Arena! Halloween is on Monday this year. Adah will work with Jess on planning for this!

-Library Design Plans – Adah got ahold of the Fairfield Library layout. The board discussed adding a small private meeting/tutoring room. Also, we would need a larger community room space (with separate entry and screen for projector). Adequate storage space needs to be considered. Lots of natural light. Two small offices for library staff (near circulation desk). Access to outdoor space and enclosed green space outside for gardens. Covered pavilion space outside. Space for boot/coats. One bathroom in the community space, one in the library. 5 computer stations. Lounge area for reading (fireplace!). Adah will follow up on a few questions.

-Director evaluation will be emailed out to be returned by the next meeting.

The next trustee meeting will be Wednesday, October 5th 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