

## Highgate Public Library & Community Center

December 7th, 2022

### Board of Trustees Meeting

**Present:** Rebecca Manning, Adah DeRosier, Amber Machia, Virginia Holiman

The meeting was called to order at 6:55pm

**Public Comment:** none

**Minutes:** Virginia made the motion to approve the minutes from the November meeting. Amber 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. Amber seconded. The motion passed.

The board reviewed the budget for FY 23-24.

Amber made the motion to approve the proposed budget as presented to be submitted to the select board. Virginia seconded. The motion passed.

**Director's Report:** See attached Director's Report

Miss Virginia's Kid's Kitchen premiere event had 3 attendees and was a wonderful success! It will be held on the 2<sup>nd</sup> Saturday of the month going forward.

Operation Happiness stockings have all been claimed.

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

#### Old Business:

-Craft/Vendor Show Recap – brought in about \$3,500. We need to increase signage inside the building to direct traffic to the cafeteria and back hallway next year. Also perhaps have some banners made/sponsored next year. Set up hours on Friday next year 3-5pm. Breakfast muffins/donuts & coffee for vendors Saturday morning (possible fundraiser for boyscouts). Will need to keep an eye out a second food truck. Library hallway vendors should be on the water fountain side of the hallway.

-Holiday Library Event – parking at the town office for walkers or park at the elementary school for horse wagon ride over.

-Ski Program – there are ski day dates @ Jay -- January 22, February 12 & March 5. \$52/youth ticket, \$64/adult ticket. Waterpark day pass \$38/adult, \$30/youth.

#### New Business:

-The Village Core Committee selected the gBA Firm to move forward on the planning project for the Machia Property.

The meeting adjourned @ 8:40pm

**The next trustee meeting will be Wednesday, January 4th 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