

Highgate Public Library & Community Center

August 5th, 2020

Board of Trustees Meeting

Present: Rebecca Howrigan, Virginia Holliman, Becky Johnson, Amy Bouchard, Amber Machia

Public Comment: None

Minutes: Virginia made the motion to accept last month's meeting minutes. Amy seconded. The minutes were approved.

Treasurer's Report:

-Rebecca will talk to Wendy about scheduling the cleaners to come and do a deep cleaning of the library.

-Rebecca will follow up with Sarah regarding craft project materials purchases.

-Warrants were approved and the budget status reviewed.

Motion to approve Treasurer's Report made by Becky. Amy seconded. The Treasurer's Report was approved.

Library Status Report;

-Sarah's status report was reviewed. Curbside crafts continue to be popular. Curbside book pick up has also continued to be utilized. New books have arrived and Sarah has been cataloging them. The state park passes have also been utilized.

-Sarah will be on vacation at least through August 17th. The board will cover checking the library messages and emails and checking out materials as needed (Monday – Amber, Tuesday – Becky, Wednesday – Amy, Thursday – Virginia). Rebecca will ask Sarah to leave the library email and FB accounts open on the staff computer for ease of access. Materials can be checked out by following the instructions in the green binder.

Old Business:

-Grant Updates: There are some leads on grant funds available that might work for the Enjoying Life Program. Heide, Betsy and Virginia will be meeting to work on applications.

New Business:

-Bylaws and Appendices of library policies were reviewed and edited. Amy made the motion to approve the changes as discussed by the board. Becky seconded the motion. The changes made to the bylaws and appendices of the library policies were accepted. Amber will continue to work on the edits.

-Security system update: the library camera system has not been working because it was unplugged. The town is working on updating the security system including the library system. We hope to have outside camera monitoring included in the update.

-The board agrees that moving into the next phase of the phased reopening plan is appropriate once the new Director begins at her discretion.

The next trustee meeting will be Wednesday, September 2nd 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

- 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