

Highgate Public Library & Community Center

June 1st, 2022

Board of Trustees Meeting

Present: Rebecca Manning, Adah DeRosier, Amber Machia, Amy Bouchard, Patti

The meeting was called to order at 6:48 pm

Public Comment: Angela Carr visited with the board about the history of the annual craft show that is held at the school. The event requires at least 7 volunteers day of plus at least one committed individual to do behind the scenes prep and planning work. The craft show has been going for 19 years most recently through the Highgate PTKO. Angela has approached several organizations to take over management of the event. Since 2018 the event has been run with google docs. Vendors are sent applications in July by email. Spots are currently \$25 each, there are 90 vendor spots. Funds are generated through donations from each vendor for a Tea Cup Auction (approximately \$500-\$700). In the past they have also had a 50/50 raffle and provided lunch food for sale (sandwiches, homemade soups, hot dogs, bake sales and donations). Last year they had a food truck and a pie sale. The Friday prior to the show is a big set up day (marking spots and moving tables and making a map). Some vendors were able to set up on Friday night, others set up between 7 and 9 am on Saturday. The show is 9-3 on the 3rd weekend of November. It is a big job to advertise for the event (roadside signs).

The board discussed how the craft show might work if run through the library and who might commit to the project. The board decided to give it a try this year and agreed that the trustees will take on the responsibilities for the event and Adah will help with advertising support. Amber will work with Angela to get the applications redrafted and sent out through a new email account. The funds will go to the Capitol Campaign.

Minutes: Amy made the motion to approve the minutes from the May 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 library revenue for the budgeted FY appears as higher than expenditures due to how the grants show up in the budget. All of the budget lines that appear over 100% represent grant money that is in the process of being spent.

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

Director's Report: Curbside Kid's Craft (weekly), AgeWell Meals (54 participants), Super Saturdays continue. Music & Movement with Ms. Patti start this Monday (things are going to get "crunk"). Garden Planting will be happening this coming Saturday with Ms. Sarah. Swing Peepers will be coming on June 14th. VINS Community Field Trip is on Wednesday, June 15th.

Big Blue Trunk at the Arena will be on Thursday, June 16th at 12:30. DFA will be here for the Summer Kick Off Party on Saturday, June 18th. The prizes and ticketing for the summer reading program will be run the same as last year. Adult Virtual Book Club is Monday, June 20th. Mr K's Camp still has some space (June 20-24). Adult Crafting is candle making on Tuesday, June 21st @ 5pm. Spice World is Poland this month (June 27th)!

Afterschool Program is done for the season!

The bike and paddleboard lending program management is underway. Adah passed around a draft of the waiver of liability and lending agreements.

The prom dress give away was a huge success. Adah ran the program for the entire month and gave away 25 dresses.

Adah purchased an "open" flag for the library!

Adah signed up for the CVE Read & Win program and also has purchased/printed all of the tickets for the Rusty Show (140 tickets total)

The fruit and berry plants that were planted on Green Up Day are thriving!

The Charlie Cart has been purchased!!!!

Grants: This month Adah applied for the second round of ARPA grant money through the state department (\$1800) and is in the process of applying for the Vermont Community Foundation's Grant.

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

Old Business:

- Friends Update: Adah is still working on it!
- Summer 2022 Fundraiser: The board discussed details for the Rusty fundraiser!
- Community Forum Update: Adah met with a small group for the library taskforce at the final meeting. Adah made some very valuable connections!
- The Plant Swap brought in about \$100 in donations!

New Business:

- Programming: Adah has created a great flyer with all of the summer programming dates and details!
- Personnel: Adah will be heading up the summer events that are planned with the rec department (community field trips and Big Blue Trunk visits).

The meeting adjourned at 8:25 pm

The next trustee meeting will be Wednesday July 6th 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