Highgate Public Library & Community Center

November 6th, 2019

Board of Trustees Meeting

Present: Becky Johnson, Amber Machia, Rebecca Howrigan, Virginia Holiman, Michelle Beaulieau

Public Comment: None

Minutes: Becky made the motion to approve meeting minute from October 2nd. Virginia seconded. Minutes were approved.

Treasurer's Report: We are about 1/3 of the way through the year. Travel expense for Paloma on 10/30 is accumulated from several trips to Barre. We are over on travel expenses for the year already. The board would like to be more informed about what training is being traveled for. The board would like any expenses over the budgeted amount to be communicated prior, the director's report should report on travel and training and travel expenses should be reported and paid for in a more timely manner. Going forward for this fiscal year travel will need to be limited unless funds can be found to cover expenses.

Motion to approve Treasurer's Report made by Becky. Virginia seconded. Treasure's Report were approved.

Director's Report: By Michelle

- Numbers are up from last month
- Great turn out for Harvest Festival & Halloween trick-or-treating
- NEW NEWSLETTER is on stands!!!
- Tickets have been made and printed for Whoville in Highgate
    - We are needing a quiet generator
- Village Core Meeting Update: (Attended by Michelle & Amy) There is a fair amount of interest in keeping the existing Machia building. There will be an assessment done to determine if the building can be restored. There is possible historic preservation grant money to restore the building.

Becky made the motion to approve the Director's Report. Amy seconded. The report was approved.

Old Business:

- Capital Campaign Meeting was attended by Virginia. The library was permitted to ask for $25,000 (not $50,000) as part of the Capital Campaign. The town is trying to level fund.
- Amy will beginning her outreach program in January!

New Business:

- The board would like the director to review the program evaluations from last year's Polar Express Event and utilize recommendations for this year's event. The board

discussed information that needs to be provided with event tickets (parking, event instructions and food donation).

- Follow up from Lara's Trustee work shop; The board discussed making in-house library trustee training an annual thing and the board will determine in the future if other library's trustees will be invited. Also, the secretary will take the responsibility of filling out the yearly calendar that Lara presented us with.
- Director evaluations are due to Rebecca ASAP.
- Rebecca reviewed budget recommendations that she went over with Michelle. Final budget decisions will need to be determined by next meeting.
- Michelle will have her Librarian's Certificate at the end of December.

The next Trustee meeting will be Wednesday, December 4th at 6:30

Submitted by Amber Machia