

Highgate Public Library & Community Center

November 2nd, 2022

Board of Trustees Meeting

Present: Rebecca Manning, Adah DeRosier, Amber Machia, Virginia Holiman, Amy Bouchard (via zoom)

The board met with Christine Graham CPG Consultants via zoom regarding working with her to build a fundraising plan for our new library. The board discussed the state of the library and an action plan moving forward. The board of trustees will hold a Friends recruitment event tentatively on Friday, January 6th at 6pm. Virginia will work with Adah to organize and the board will provide support by way of personally reaching out to invited individuals and making delicious food for the event.

The meeting was called to order at 7:40pm

Public Comment: none

Minutes: Virginia made the motion to approve the minutes from the September meeting. Amy 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. Amy seconded. The motion passed.

Director's Report: See attached Director's Report

Personnel: Patti's two year anniversary is just past and Adah will do a review with her this month. Patti will be away for the week of Thanksgiving (11/21-11/27). Adah will be away 11/29-12/5

Adah explained incidents with an troublesome individual in the library and town buildings recently. It was a difficult situation and it was handled very well. In the future Adah will reach out to nearby board members for support!

Grants: The library received a modified Grassroots Fund Seed grant for \$500 for the Coffee & Conversation program. Waiting to hear back about the story telling mini-grant through the Creative Aging Grant (with local artist Peggy Rainville) for \$3,000.

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

Old Business:

-Craft/Vendor Show Update: The event is pretty much at capacity. The board discussed some loose ends.

New Business:

- December Holiday Event → it's happening on December 10th!
- Ski Program → There is a price increase this year. It may not happen.

The board entered Executive Session at 8:45pm.

The next trustee meeting will be Wednesday, December 7th 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