

Highgate Public Library & Community Center

February 5th, 2020

Board of Trustees Meeting

Present: Becky Johnson, Amber Machia, Rebecca Howrigan, Amy Bouchard, Michelle Beaulieu

Public Comment: None

Minutes: Becky made the motion to approve meeting minute from December. Amy seconded. Minutes were approved.

Treasurer's Report:

- \$305 charge from McQuins is for having the furnace serviced in December.

- Last of the Whoville expenses appear in this month's warrants.

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

Director's Report: By Michelle

- Visits are up for January
- 14 tickets to the Logger show have sold through the library so far. We don't have access to how many tickets are sold through his online platform.
- There has been one donation of \$10 made in honor of Jennine Poirier.
- The ski program has brought in \$661 so far (the library makes \$2-\$3 per ticket depending on what type of ticket is purchased)

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

Old Business:

-Village Core Plan Meeting was on January 14th: Rebecca & Virginia attended. The VCMP board asked for an estimated cost per square foot for a new library – information that we do not have at this time. The board seems to support the town's need for a new library & community center located on the property. It is the opinion of the board that the existing buildings on the property could not be updated sufficiently or appropriately to meet the community's need of a new library/community center space.

-Town Meeting Day Presentation: No update of progress at this time.

-Ski Program: See Director's Report

-The Logger Show: Amy & Virginia have been soliciting food donations. Each trustee will supply a basket for the tea cup auction. Sponsors have not yet been confirmed. Email communication or possibly an additional meeting once Virginia returns will be required to hammer out remaining details. SO EXCITING!

-Becky will be a write in for the trustee position on the ballots on Town Meeting Day.

-Michelle will work on updating the personnel policies to reflect the requirement of using the time clock. Policy for using text messages for communicating between staff also needs to be updated to allow this as an acceptable means of communicating.

New Business:

-The board needs to review and update all library policies. It was decided that this will be done at (or before) the April meeting annually so that in the future it will be done as one of the first tasks after welcoming new trustees.

-Interview schedule: Michelle will be interviewing 4 potential candidates for the Programs Director and Outreach Coordinator position. Two interviews are scheduled for Friday.

The board entered executive session at 7:25 and exited at 7:50.

The next Trustee meeting will be Wednesday, March 4th 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