

Highgate Public Library & Community Center

March 4th, 2020

Board of Trustees Meeting

Present: Rebecca Howrigan, Virginia Holliman, Amy Bouchard, Michelle Beaulieu, Amber Machia, Sharon Bosquiet

Public Comment: None

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

Treasurer's Report:

-We have almost \$3,000 left in our buildings grounds & maintenance budget. We are in need of a larger sink in the bathroom. It must be handicapped accessible. Michelle will get a quote for the project. We also need a new/updated latch on the outside gate.

-We have \$440 remaining for professional development. Michelle is interested in a Fred Prior management workshop in Burlington later this spring. The cost is \$149.

-Michelle is working on applying for the NER Funding grant for computers. Michelle will reach out to Heidi for help with the application. It is a big process. We need a quote on what it will cost to get a new system to meet our needs (three staff computers and three patron computers).

-We may potentially go over budget on supplies due to printing ink expenses.

-Virginia and Michelle will work on getting quotes for handicapped accessible raised beds which we have grant money for.

-We are on track for overall budget expenses for the year.

-We are in the process of setting up an account for the Mr. Roddy Memorial Scholarship Fund. It will be associated with the Friends group.

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

Director's Report: By Michelle

- School Vacation programs were attended less than last year.
- The backpacks are a great resource and are underused. They take up a lot of space and can be difficult to promote. Michelle will find the list of backpacks that we have and work on new ideas to get the backpacks out into the world.
- Michelle is going to work with Matt Bouchard to fix the newsletter e-mail listserve!!!
- There has been an additional donation of \$375 (total of \$385) in honor of Jeannine Poirier. It will be put in the Anderson Account.
- The ski program brought in \$481 in the month of February.

- Michelle will be relocating her desk/workspace to the Vermont Room when the new Programs and Outreach Coordinator starts.
- Michelle will reach out to Lara and Sharon will reach out to the town lawyer regarding our rights within the library when responding to patrons that pose threats to our space. The board strongly suggests that Michelle document any incident or complaint or any situation that makes herself or other patrons uncomfortable for any reason at all.

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

Old Business:

-Town Meeting Day Recap: Our request for \$25,000 (included in the Capital Investment Plan) was approved. The board had initially wanted to ask for \$50,000. The Library missed the opportunity to really connect with voters at Town Meeting as the board had been expecting. Michelle is still running the raffle for the basket in exchange for filled out surveys.

-The Logger/Mr. Roddy Memorial Fund: The library received \$122 for 61 tickets sold. After expenses: \$107.97. Receipts for donations will be provided to sponsors. Rock 10 will also be donating \$500 to the fund. There will be an account set up for the fund. The teacup auction was a hit. The show was well received. 132 people attended. Virginia filled out an event evaluation with the board's thoughts. The community was happy to have an event held locally. Virginia will do TY cards to the sponsors. The total amount going into the memorial fund is approximately \$2,212.75.

-Policy Revisions: Michelle has updated the personnel policies to reflect the requirement of using the time clock and approving use of text messages for communicating between staff and herself.

-Comedy For a Cause has been cancelled due to timing conflicts. Possible rescheduling in the fall.

New Business:

-Open Trustee Position: There were not enough write in votes. The select board will need to appoint the position. A letter needs to be written to the select board for their review.

-Sarah Lessor will be starting on Monday as our newly hired Programs and Outreach Coordinator.

-Ski Program money : The board had previously decided to make this a library program (not a Friends program since there hasn't been an established Friends Group). Virginia made the motion to deposit the money into the Anderson Account. The Anderson Account money can be used for one time purchases as approved by the board. Amy seconded the motion. The motion passed.

-Michelle will set up a meeting for the Friends Group with Sharon as the foundational member!

-Each board member will review all of the library policies on their own time and bring any edit recommendations to the next board meeting. Each member is responsible for connecting with Michelle to access their copy.

-Virginia has been working with Heidi and Betsy on the AARP grant. We have 126 patrons over the age of 55. The grant would help to establish Friday programming with transportation and lunch (details to be determined) provided. "The Enjoying Life Club" There is money in our Postage budget. Maybe a

targeted mailing of the surveys. Virginia is also working on a separate grant to do a nature walk at the bottom of Mill Hill.

The next Trustee meeting will be Wednesday, April 1st 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