

## Highgate Public Library & Community Center

May 6<sup>th</sup> via ZOOM, 2020

### Board of Trustees Meeting

**Present:** Rebecca Howrigan, Virginia Holliman, Becky Johnson, Amy Bouchard, Michelle Beaulieu, Amber Machia, Sharon Bosquet

**Public Comment:** None

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

#### **Treasurer's Report:**

-Special Programs appears over budget but is not accurate due to deposits that need to still be made and possibly some confusion regarding a \$1220 expense. Michelle will clear this up with Shelly tomorrow.

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

-Warrants will be signed off on at the next in person meeting. Note that book purchases from the end of April were ordered prior to the closing of the library. No books have been purchased since. The warrants were approved by voice vote.

#### **Director's Report:** By Michelle

The library has been approved for the Summer Performer Grant (\$200) which can be used for outdoor presentations this summer (for example – the Southern Vermont Natural History Museum presentation). The library was not awarded the grant for the gardening program (\$1500). Michelle has applied for the Grow with Google Grant (\$2000 awarded upon completion of program). The RISEVT grant was not applied for earlier this year.

Michelle will update the Library phone message recording.

Michelle worked from home during the stay at home order. She and Sara have been working in the library this week. Erica has been out sick and unable to work from home. All Library staff have continued to receive normal pay while the library has been closed. Sharon noted that the Select Board will be questioning why staff has been paid and not completed work. The understanding was that staff would be doing remote work or work in isolation during this time. Michelle will attend the Select Board meeting on Thursday, May 7<sup>th</sup> via ZOOM and report to them regarding this issue. Moving forward all Library staff will be paid for documented and in person work.

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

#### **Old Business:**

-Quotes: Michelle is waiting on a quote for the new sink from Corey McCuin. Waiting on a quote for the new raised beds from Jameson Fortin. Matt has not been available to work on computers but when he

is he will update all of the patron computers to Windows 10 and the town will be working with him to replace the two front desk computers.

-Grant Updates: The AARP grant has been submitted by Virginia with help from Heidi and Besty Fornier and is open until May 26 – expected to hear back in early June.

-Friends Group – David Roddy Fund: Future meeting plans will be more widely communicated. The March meeting was canceled due to Covid-19.

-Reorganization of the Library & Relocation of the Director's Desk: Michelle has started to move her desk to the back room and plans to be finished tomorrow. Sara has been working on cleaning the basement and the vault. There are double sided bookshelves in the basement that were only being used on one side and can now be used on both sides for storage. Michelle was asked if she needs anything to help keep these spaces more organized in the future. She declined but noted that staff would need to be more mindful of keeping things more organized as they go into storage in the future.

-Summer Program Planning: Programs that were planned for April vacation can be done this summer once we are able to resume programming. The meetings Michelle has been attending have recommended more virtual program plans for the near future. Michelle has met with Highgate Rec Department – they are trying to bring some programming back and are interested in including/utilizing the library. Erica is planning on doing a creative writing program with elementary-middle school age children. The board agrees that the library should be ready to move forward with programming in any form possible as soon as allowed.

-Garden Program: Hoping to move forward with the program since it is an outside program as long as it can be managed safely. This may mean planting and maintaining the garden in hopes of using it for programming during harvest time. Another idea that was discussed was making the garden space available to people as a community garden space.

-Backpack Organization/Masterlist – Sara has organized the backpacks and compiled a list of what we have. Staff will work on getting this list available to patrons so that they can be checked out when we start curbside pickup.

-Library policies and bylaws will be reviewed and updated by the board at the next in person meeting.

### **New Business:**

-Curbside pick up of library materials will begin on Monday, May 11<sup>th</sup>. Patrons can log in and email requests directly to the library or call and order books to pick up. All returned books will be quarantined in plastic shopping bags for 1 week before being available to other patrons. Listen UP VT utilization has been up – 161 downloads over the past 2 months, 90 in the past month.

-Norm Lavallee Plant Swap will be held in the small park by the library on May 30<sup>th</sup> 10am-noon. Tables will be spaced out, gloves will be provided (Rebecca) and masks will be required unless state restrictions/recommendations are changed by then. Virginia has made a poster and will work with Michelle to spread the word.

-Law Care Contract: Ben Nye submitted his contract. Michelle did not have this available but will get it for the board to review.

-Rec Path Story Walk: Amber proposed to replace the 8 damaged stations faces and utilize the existing posts. Materials including one sheet of plywood, 8 pieces of plexiglass, 1 gallon of outdoor paint, hardware for each station and 2 bags of mulch will cost about \$186 from McCuins. The funds can be taken from the Building/Grounds Maintenance budget line. The board approved the proposal. The costs will be charged to the Library's McCuin's account. Amber volunteers to maintain the Storywalk and change out materials on a monthly basis.

-Little Free Library: Rebecca had an idea to utilize a little free library station to provide food (canned and dry goods) to those in need. The station can be built from scratch or from upcycled materials such as old cabinets. The board discussed the risk of vandalism and destruction and also some possible locations that might work. Becky will reach out to Robin Gagne about construction.

-Reorganization of the board: Becky made the motion to keep all positions as they are. Amy Seconded. The motion was approved by all board members.

**The next Trustee meeting will be Wednesday, June 3rd 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