

Highgate Public Library & Community Center

September 2nd, 2020

Board of Trustees Meeting

Present: Rebecca Howrigan, Virginia Holliman, Becky Johnson, Amy Bouchard, Amber Machia

The meeting was called to order at 6:45pm

Public Comment: None

Our new director, Adah starts on September 8th!!

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

Treasurer's Report:

-The cleaners did a "deep clean" of the library over several visits. The kid's room carpet looks brand new!

-The board discussed where we ended up at the end of the last budget FY (2019-2020). We are unsure how much under budget we came in. Budgeted money that is not used goes back into the general fund.

-Upon further investigation by Rebecca – the library does have an Amazon business account (the board had been under the impression that we did not have one).

-Warrants were approved and the budget status reviewed.

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

Library Status Report:

-Sarah's status report was reviewed. She has entered many new books and has been advertising them on Facebook. Some are not shelved because there is no space on the shelves. Books are continuing to be quarantined when they are returned to the library.

-Sarah has noted that there are many unusable items in the basement that are taking up space and making it difficult to do a good job cleaning and organizing all of the materials that are stored down there. The board noted that we are comfortable with Sarah re-homing or discarding unusable items.

-Patrons have been asking about when the library will be open. Last weekend a few patrons were allowed in the library (by Sarah). There will be no more patrons in the library until the new director moves the library into the next phase of the phased re-opening plan. Sarah now has a copy of the phased re-opening plan.

-Curbside crafts have continued to be very popular.

-Sarah has not had a set schedule for her work hours this summer.

Old Business:

-Grant Updates: none at this time. Virginia noted that the 4th Annual V4A Conference is coming up. It is available virtually and will focus on "Reframing Aging." The cost is \$50. Amy made the motion that the library should fund this opportunity for Virginia to attend the workshop. Becky seconded the motion and the motion passed.

New Business:

-Virginia and Rebecca attended last week's Village Core Master Plan meeting. There was some information (estimates) that were missing from the historical assessment of the library property. Heidi will follow up on this. Rebecca has accepted a position on the Village Core Master Plan Board to represent the interests of the library. The library board hopes that the new director will be involved in future meetings.

-The board is supportive in moving the library in the next phase of the phased re-opening plan at the discretion of the new director.

-The board discussed the possibility of doing the Harvest Festival this year. It would involve tractors and a book swap. Unsure about being able to have food (ice cream / hot dogs) at this time. Possible dates are October 17th or October 24th.

-The board discussed the possibility of doing Whoville this year as it had been done last year. We are unsure that we will be able to move forward with planning this event as things currently stand.

-The board discussed our annual trustee continuing education options. Amber suggested a field trip to the Worthen Library, a newly constructed library in South Hero. She will coordinate planning the trip and hopefully a tour of the library for an upcoming Saturday. The board hopes to do another trustee training meeting/workshop with Lara over the winter, possibly coordinating with other boards.

-Becky shared some details about a unique fund raising event happening soon in Alburgh. The fundraiser is a fireworks show with a per vehicle ticket/charge. It was suggested that the Friends Group purchase a ticket and raffle it off to support the event.

-There are at least 3 busted story walk stations (the plexiglass has been vandalized) along the Rec Path. Amber will try to replace the plexiglass if it is available through McCuin's.

-Update on the security system: the town is transitioning to the new company. They can use the existing cameras at the library, but they are not running yet. We are waiting on a quote for outside camera(s).

The board adjourned at 7:45pm

The next trustee meeting will be Wednesday, October 7th 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