

## Highgate Public Library & Community Center

September 4<sup>th</sup>, 2019

### Board of Trustees Meeting

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

**Public Comment:** None

**Minutes:** Virginia made the motion to approve meeting minute from August 7th. Becky seconded. Minutes were approved.

**Treasurer's Report:** The new printer went under Furniture & Fixtures EQ

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

**Director's Report:** By Michelle

- August was a little slower than July
- The end of summer reading celebration was a huge success
- Yoga has not been a success...possibly because we only have outside space
- Paint & Snack went really well
- Project Linus Blanket Making yielded 8 blankets

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

#### Old Business:

- Water Cooler – Sharon recommend buying a water cooler at Home Depot for about \$100 and using the refillable water jugs from Hannaford's. This is more economical than paying a service. Virginia made the motion the purchase the water cooler, Amy seconded. Approved.
- Paloma went to a Story Walk training and won a Story Walk setup. There has not been much follow up progress with the Rec Department.
- There is no update about the grants that Michelle worked on with Heidi.
- 7 Days is doing free ticket selling for the Dustin Peri Fundraiser. Michelle is trying to get information/articles into the papers about it. Michelle will try to work with other libraries to share events and activities.
- Rebecca will check to see if the stairs have been paid for.
- Amy has not been continuing library outreach because it was unclear about how it would be financially feasible moving forward. The board agrees that it should not be a free service but that it is a wonderful service that Amy should be paid for from the individual daycare or Michelle recommended using the Building Better Futures (Parent Child Center) budgeted money for story times to help provide stipend money for this program. Both Amy and Michelle will update their security/fingerprinting checks. The board agrees that there should be a fee paid by the daycare to offset money from the

library budget. Amy believes that there are programs/money available to daycares through the state. Amy will assist with finding that information for daycares. Michelle will get an update on the Book Mobile this coming Monday.

**New Business:**

- Code of Conduct/Dress Code for Library Employees – The board discussed if something needs to be formally implemented for current library staff. Rebecca brought dress codes from area schools. Michelle will work on writing a policy and bring it to the board for review at next month's meeting.
- October 19<sup>th</sup> – Tractor Day
- October 30<sup>th</sup> – Lara will be here from the VT Department of Libraries to have a review on Trustee responsibilities.

Executive Session called by Rebecca. Executive Session was held from 7:40 – 8pm.

**The next Trustee meeting will be Wednesday, October 2nd at 6:30**

Submitted by Amber Machia