

Minutes Brooks Trustee Meeting September 9, 2025

Present: Ann Varilly, Nikki Holland, Bob Ferrante, Karen Tyler, Sirkka Kauffman, Amanda Whiting, Kate O'Connor, Jenny Rowe, Scott McKusick

Call to Order / 4:45 PM

Agenda/Changes or additions: none

Public Comments: none

July 8, 2025 minutes approved

Scott McKusick: project manager for building / grounds modification was introduced.

Bidding will be pushed back 3-4 weeks due to modifications to the original plan. Break ground spring 2026

Job in two phases, north side and Main Street, will do north side first.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

Update – Sirkka;

- Met on 8-20, had received \$16,000 technology grant for us, have over \$90K balance.
- Words Project display spring 2026
- Books being accepted for November book sale
- Friends approved having a petty cash account.

B. Finance/Asset Development Committee— Margaret Atkinson, Chair

Update

- Met 9-8, began to work on next budget, some additions in substitute pay, book budget, building repairs, office supplies

C. Technology Committee – Nikki Holland, Chair

Update

- Met 9-1, New “Talking about Tech” group, modeled on the Stitcher group, October launch. Taking a deeper dive into Udemy.
- Access Brattleboro moving along

D. Buildings and Grounds— Karen Tyler and Starr

Update

- Met 8-27
- State visit occurred with a tour and examination of the plans.
- Tree has been removed, stump will be removed by contractor. We were unable to use the tree for building project.
- Committee intends to power wash historic sign and refresh outdoor sign illumination.
- Kate shared a sign-maker suggestion and will send contact information and examples of his work.
- Starr discussed ideas about children’s art in stairwell and other art that can be incorporated in the exterior project with the Town Arts Committee.

- Contractor bids will be delayed due to change in plans. They are now due Wednesday, October 8, 2025
- Building and Grounds committee wants to have a communication plan around the outdoor renovation project, why needed, value to community, etc.
- Children's room staff office project delayed until this November.
- Door to archive room is feasible as a future project.

E. Strategic Planning Committee—Ann Varilly, Chair

Update.

- September 30 open house Board to inform public about outdoor renovation plan, and library staff presenting explanations of behind-the-scenes work. Friends will provide some treats.
- Bylaws are still being updated.
- Next meeting 9-15.

F. Department Reports: Amanda shared statistics, Adult Sumer Reading Program a great success. Illustration workshops very successful.

YA circulation dramatically increased.

CONTINUING BUSINESS

- Social work and safety assistance update.— library climate a little easier with 69A drop in space open.
- Collection Development policy status— still in progress
- Behavior policy – second reading during our meeting, next month final reading before approval
- Professional Development policy – second reading, next month final reading before approval
- Child Safety Policy draft, discussion, first reading complete
- Outreach Committee Discussion—most useful would be a group to assist with marketing, ad hoc committee to support our Outreach Specialist.
- Non-resident library fees— waiting for clarification from state librarian, we are also waiting until our by-law revision.

NEW BUSINESS

- Town budget, see finance committee note

Budget listening session 9-11 at Brooks.

Board voted that Library can be backup site for Gallery Walk music if inclement weather, insurance provided by Stone Church. Gallery Walk will provide staffing, motion made and approved to do this on a trial basis.

Motion to have library open Sunday 10-19 for Literary Festival, approved

Adjourn 6:05pm