

**Brooks Memorial Library**  
**Board of Trustees**

November 18, 2025, 4:45 PM

**PRESENT:** Starr LaTronica, Matthew Wojcik, Sirkka Kauffman, Margaret Atkinson, Bob Ferrante, Nikki Holland, Jennifer Rowe, Karen Tyler, Ann Varilly.

**ABSENT:** Kate O'Connor, Leo Schiff

**MINUTES**

Call to Order / **4:43 PM**

Agenda/Changes or additions – discussion of miniatures under Department Reports

Public Comments - none

President's Comments - none

Minutes of Tuesday, October 14, 2025 accepted as submitted

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

A. Friends of the Library

- Update – Ann. Gearing up for book sale, starts day after Thanksgiving. Working on annual appeal letter. In the past the Board has paid for printing and postage; now Friends will do it. Gave funds to support Kanopy and museum passes.
- Next Meeting, November 19 4:30 pm – Karen. We will have new funding requests for tables, and possible scholarships for non-resident fees.

B. Finance/Asset Development Committee

- Update – Margaret. Bylaws state that there should be 3 trustee members but we only have 2. Bob volunteered to join the Committee. Monthly reports in packet show that the value of our investment account is down slightly. We will meet with Prentiss Smith soon to discuss. Dealing with 3 policies:
  - Investment policy: there will be small changes.
  - Non-residential fees: Discussion under Continuing Business.
  - Fine Arts policy: we need a vision first from the full Board, then rewrite the policy. Perhaps need an ad hoc group to work on this next year.

C. Technology Committee

- Update – Nikki. Matt asked if folders for Board materials were working well, mostly positive response. He has been working on enabling easier access to databases as well as resources to help with logins. Also replacement of public computes will be finished by end of November, desktops with Windows and Office 2024 done first (with grant through Friends), followed by laptops and hot spots. The proposed tech series will have a soft launch in January.

D. Buildings and Grounds

- Update – Nikki. The roof work is underway, and coming in under estimate. We received 2 project bids, both more than expected, so we are working with the designer to remove some

expensive items such as benches. The ADA and internet access remain the focus, so we may need to scale other items back. Starr has talked to the project manager who will be reporting on progress regularly. The interior work in Lindsay's office is delayed until December.

#### E. Strategic Planning Committee

- Update – Ann. Discussed logistics for November 19<sup>th</sup> Open House.

#### F. Department Reports: Director, Youth Services, Information Services, Adult Circulation

- Electronic Services: Matt noted that working on updating the public computers has forced him to limit his individual appointments.
- Director: Starr recounted that with our former book supplier out of business, we are placing orders with Ingram now (still with a 43% discount), and some with Everyone's Books (25% discount). Amazon is also starting to move into the library market.
  - Starr noted that there is a volunteer who will inventory the books that are not on our shelves, but still in our records.
  - Starr reported that staff is working on miniatures to be located on both the first and third floors, and that we received a \$2,000 grant for staff stipends and supplies for front window painting. The unveiling is planned for December 2<sup>nd</sup> through 5<sup>th</sup>.

### **CONTINUING BUSINESS**

- Social work and safety assistance update.
  - Starr reported that there were 2 incidents the previous Saturday. 69A is closing in two weeks. The Town trespass policy will be discussed at the Selectboard meeting.
- Collection Development: Acquisitions – there were some edits, to the first reading will occur this evening.
- Child Safety policy, amended – first reading took place.
- Amended Brooks Memorial Library Bylaws – second reading took place. Voting will take place at next meeting.
- Non-resident library fees - still in progress, after which two reading will need to take place before vote; thus they cannot be in place by January 1<sup>st</sup>.
- Town Budget FY 26 to 27. Library budget discussions will happen December 2<sup>nd</sup>.
- Expiring terms/vacancies for trustees
  - Margaret, Jenny and Karen are up for new terms. Margaret and Jenny will continue. Karen will go off. Nominating Committee of Leo, Jenny and Karen, with Ann as backup will plan to interview in December or January in order to submit name to Town Meeting in timely manner.

### **NEW BUSINESS**

- Executive session entered at 6:04 pm for discussion of personnel issues. No actions were taken. Executive session ended at 6:15 pm.

Meeting adjourned at 6:15 pm.