

Brooks Memorial Library Board of Trustees 2-10-26- Meeting Minutes

Present: Margaret Atkinson, Sirkka Kauffman, Ann Varilly, Jenny Rowe, Bob Ferrante, Leo Schiff, Amanda Whiting, Starr LaTronica Absent: Nikki Holland and Karen Tyler

AGENDA

Call to Order / **4:50PM**

Agenda/Changes or additions: add new trustees ASAP

Public Comments: none

President's Comments: none

Board Comments: none

Minutes of Tuesday, January 13, 2026: approved

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library— Connie Kimball of the Friends passed away, had been a friend for 25+ years, annual appeal very successful, plus good book sale

- February meeting--Karen

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

- Update— finances are fine, anonymous donation of \$4,000 deposited in Board Projects account.
- Set Endowment draw for FY 2027– proposed 4% draw for upcoming fiscal year, roughly \$103,000, motion made and approved for 4% draw

C. Technology Committee – Nikki Holland, Chair

- Update—Talking About Tech— first session held 1-24, 11 non-trustee community members attended, presentation by Matt W, new suggested topics— parking system, electronic payments, general topic of applications, AI in our personal and work lives, how to get info about events in Brattleboro, etc.

D. Buildings and Grounds— Nikki Holland, Chair

- Update— timeline on building project and current budget. Phase 2 is the back, begins in April. Phase 1 is the front, scheduled to start third week of June. New railings instead of re-purposing old curved ones. Grant reporting responsibilities will need to change due to Starr's impending retirement. Project needs to be completed by mid-October so that end of year reporting can occur. Children's Room office completed.

E. Strategic Planning Committee—Ann Varilly, Chair

- Update – review of Open House, discussed marketing, should strategic plan be updated with new director, leaning toward not hiring a consultant this round, give new director several months to get settled with job and staff before beginning. Ann V met with Sally Nix of Town regarding recruitment/ interview process.

F. Department Reports: Director, Youth Services, Information Services, Circulation, Outreach/Programming— Reviewed Amanda Whiting's report on library usage, facts and figures will be used in social media outreach about the library. We are in the midst of our first Adult Winter Reading Challenge, over 200 participants have signed up. Museum passes are now digital, usage increasing.

CONTINUING BUSINESS

- Social work and safety assistance update— going generally well, lots of people coming in from the cold
- Fine Arts policy— in process
- Fees policy— reviewed by staff, first reading will occur at next trustee meeting
- Town Budget FY 26 to 27—library has not had substantial cuts, our request for part time on call staff not in the budget to be voted on by town.

NEW BUSINESS

- Transfer of historical artifacts (Thunderbolt) to Windham County Historical Society— motion to forward these 8 items, approved.
- Director recruitment— has been posted, staff have given feedback regarding interview process. Board entered Executive Session for part of this conversation.
- Trustee replacement—wait until RTM or Selectboard, depending on the upcoming town vote.

Meeting adjourned 6:16pm