

Brooks Memorial Library Trustee Meeting

April 14, 2026

Present: Bob Ferrante, Jenny Rowe, Ann Varilly, Sirkka Kauffman, Felicity Ratte, Leo Schiff, Kody Guerrero, Starr LaTronica, Nikki Holland, Stephenie Swindle (via Zoom), Erin Scaggs (public)

Call to Order / **4:48 PM**

Public Comments: none

Request for use of building as rain venue for Gallery Walk concerts— six dates, first Friday May thru October, some concerns about noise, extension of library hours, and construction planned for this spring/ summer, not prepared to make a decision at this time.

President's Comments: Welcome new Trustees Stephenie Swindle and Felicity Ratte National Library Week begins April 19, we will have a display in the Chamber of Commerce window, proclamation at Selectboard, storytelling event, theme is Library Joy, showing of *Matilda* and *Lost in Paris* at the Latchis, and Celebration on Saturday April 18 including the Moondogs performing music and snacks provided by Friends of Brooks Memorial Library.

Minutes of Tuesday, March 10, 2026: approved

COMMITTEE UPDATES/ DEPARTMENT REPORTS

Friends of the Library —Ann attended, Friends are recruiting new members, reviewed their role in the hiring process, will have presence at Gallery Walk, planning spring raffle of two prints by Melissa Sweet, Garden Party on July 12, annual meeting is May. April meeting will be covered by Sirkka.

Finance/Asset Development Committee— Jenny Rowe- bad month in stock market, accounts down, plan to submit budget spending for construction project to the state. Endowment draw will be 4%, roughly \$100,000 for/ by the Trustees, we need to review portfolio management by Prentiss Smith, will consider querying donors about estate planning toward our endowment

Technology Committee – Nikki Holland- Talking About Tech was last held during No Kings Day, attendance good, participation good, will not hold one in April due to lots of other library activity this month. New laptops and hot spots being unveiled.

Buildings and Grounds— Nikki Holland- dinosaur footprints have been re-installed, circulation desk doors are in progress. Outdoor grant project is beginning, rear entrance to library is now closed, concerns about meeting project goals within grant budget, phase two bids get opened later this week.

Strategic Planning Committee—Ann Varilly- discussion of marketing plan, use of Seth Thomas from Town for communication. Strategic plan update process will not begin until the fall. Bylaw updating is on hold until Town Charter is finalized.

Department Reports: Director, Youth Services, Information Services, Circulation, Outreach/Programming—internal process being reviewed for incident reports, consultation with attorney regarding confidentiality.

Outreach Librarian Tara O'Brien out with orthopedic injury.

CONTINUING BUSINESS

- Social work and safety assistance update—uptick in needs with motel program reduction.
- Fees policy—new revision—so we will restart the “clock” on first reading, accomplished today.
- Photography and video recording policy— no action
- Town Budget FY 26 to 27 update after OTM— budget passed without any revisions to library.
- Director transition— new director starts on May 11.
- Trustee position— Stephenie Swindle will be moving away this summer, is willing to attend remotely until replaced.

NEW BUSINESS

- Conflict of Interest forms— required, signed and collected from those present.
- Officer and committee assignments
 - President—Margaret Atkinson
 - Vice President— Bob Ferrante
 - Treasurer— Jenny Rowe
 - Secretary— Sirkka Kauffman
- Finance/Asset Development Committee- Bob, Jenny will chair, Margaret, Nikki
- Buildings and Grounds Committee—Nikki is chair, Ann, Sirkka, Stephenie
- Technology Committee—Margaret, Leo, Bob is chair, Stephenie
- Strategic Planning Committee—Bob, Leo, Ann is chair, Felicity

Adjourned at 6:40