

## **Brooks Memorial Library Trustee Meeting Minutes**

**May 12, 2026**

**Present: Bob Ferrante, Jenny Rowe, Ann Varilly, Sirkka Kauffman, Felicity Ratte, Leo Schiff, Kody Guerrero, Julie Perrin, Nikki Holland, Stephenie Swindle, Margaret Atkinson.**

**Call to Order / 4:45 PM**

Introductions of new Library Director and all Trustees

Agenda Changes or additions: Gallery Walk; Conflict of Interest forms

Public Comments: none

President's comments: welcome to Julie. Suggestion that Trustees read all Committee reports in folder in advance of meeting so that verbal reports can be kept to a minimum.

Minutes of Tuesday, April 14, 2026 approved after corrections to be made.

### **COMMITTEE UPDATES/ DEPARTMENT REPORTS**

Friends of the Library —Sirkka attended, and noted for newcomers that the Friends are a fund-raising organization through their annual appeal, book sale and other events, and then using the raised funds to support Library programs, such as museum passes and canopy. In the past year (April 2025 to March 2026), income was \$57, 783 mainly from the annual appeal, grants and the book sale. Expenses were \$51,367 with the largest for technology improvements, library services and museum passes. They have \$90,924 in the bank or investments. The budget for 2026 proposes \$46,000 in income and \$46,000 in expenses. The May annual meeting will be covered by Jenny where the budget will be finalized.

Finance/Asset Development Committee - Jenny Rowe- Chair. We will vote on endowment allocations today. Anna is looking into what is included in some budget lines whose names are not descriptive. In response to a question about continued funding for the construction project manager, we will be able to move funds from Board Approved projects into Buildings and Grounds.

Technology Committee – Bob Ferrante – Chair. The next Talking About Tech has been scheduled.

Buildings and Grounds— Nikki Holland – Chair. We received 2 bids for Phase C of the construction (including asbestos containment, Children's room windows, the outdoor canopy and inside security door). GPI was the low bidder, and the project manager reviewed it. Construction of current phase is mostly on track with early July completion expected. SVE, the engineering firm asked for \$20,000 additional to review adjustments going forward; consensus was that the project manager should have flexibility to use them if needed. There are funds available in the contingency. Ann noted that we are using some

Town funds for asbestos and windows, but won't use all of that. Also, there was no generator or signage included in the bid.

Strategic Planning Committee—Ann Varilly – Chair. Next meeting will be May 18<sup>th</sup>.

Department Reports: Director, Youth Services, Information Services, Circulation, Outreach/Programming

Julie reported meeting with HR, the assistant fire chief, various members of the Buildings and Grounds committee, and the Town Manager on the budget which is over budget and under revenue. She has asked staff to hold off on discretionary spending. She also noted that we do not have a Program policy. Jenny noted that we should spend Town funds first as they go away after the fiscal year, and the endowment funds last since they roll over.

### **CONTINUING BUSINESS**

- Social work and safety assistance update: Kody reported that there had not been progress on developing the incident tracking system with the Library Director transition, but he has built a spreadsheet that could be used, and there is an option for a LibCal software module.
- Fine Arts policy: no update. Finance committee will consider this.
- Fees policy 2<sup>nd</sup> reading. We had not raised nonresident fees in a long time, and had proposed increasing them last year and changed the policy to reflect the specific amounts. But after review we decided to start over and last month returned with a new draft, which is in the folder. Next month this will get its third reading and then we vote on it.
- Town Budget FY 26 to 27: no update.
- Trustee position— Stephenie will be moving by early June. The Nominating committee (Jenny, Leo and Bob) will prepare an announcement that Amanda can publicize, review the applicants and then the Select Board can appoint someone. Because the Trustees email is in limbo, it was suggested that applications go to Julie.

### **NEW BUSINESS**

- Conflict of Interest forms: Those present at the April meeting have signed these. New trustees and public members of committees need to do so.
- Friday after Thanksgiving status: The new union contract designates that day as a holiday for all Town employees, and the Library will be closed. We will be in touch with the Friends as to when to have their book sale opening day instead. They may want to have special preview hours for patrons or book sellers, as that Friday is normally the largest in terms of sales.
- Gallery Walk. At the April meeting, a member of the Downtown Business Alliance asked us to consider having the Library as a rain site for bands. They would provide volunteers to watch the doors and activity, but we would also need to have staff on hand. There may be issue of insurance and liability. It was noted that the front of the Library will be closed from July through September, and that we are short 2 staff

for health issues. Felicity made a motion to move this discussion to 2027, Bob seconded. Passed unanimously.

- FY27 Endowment allocations. Jenny presented the proposed 4% draw (\$92,819) from the Endowment, along with the amounts from other restricted use funds. Bob moved to approve the allocations, Leo seconded. Passed unanimously.

Adjourned at 6:33