

Brooks Memorial Library Trustee Special Meeting Minutes

June 24, 2026

Present: Bob Ferrante, Jenny Rowe, Ann Varilly, Sirkka Kauffman, Felicity Ratte, Margaret Atkinson, Sally Cruz Nix, John Potter (Town Manager)

Absent: Leo Schiff, Nikki Holland, Stephenie Swindle.

Call to Order / **4:33 PM**

Agenda Changes or additions: New Trustee position; Request for Library to remain open after hours for event

Public Comments: none

CONTINUING BUSINESS

- New Trustee position - The Nominating committee (Jenny, Leo and Bob) met with Nina Heller, a Professor of Social Work in Connecticut, who also has experience combining two libraries in Hartford. Jenny made a motion, with Bob seconding, to bring her to the Selectboard for appointment to the Trustees at their July 7th meeting. After the official appointment, Margaret will release Stephenie from Trustee duties.
- Library Director Hiring Process - Update.
Margaret recapped that during the last search the Hiring Committee included 2 Trustees, 1 Library staff member, and 4 Town management staff. Other Trustees, members of the Friends, and Library staff were invited to meet finalists during their visit. It was an efficient process.
Discussion included advocacy for various combinations of Trustees, Library staff, Town managers, Friends and potential outsiders with library expertise, such as former Library Directors in Vermont for the committee.
Sally recapped the process of reviewing resumes and questionnaires, screening interviews conducted on Teams; oral interviews, and the finalist round in person, and explained the time commitment required for committee members. She will be in charge of the administrative aspects of the search, but not on the committee itself. There are currently 9 applicants, most of whom had applied last time. Screening will begin on July 13th.
The committee will consist of 3 Trustees (Bob, Leo and Felicity), 3 Town managers, and an external expert in library operations (to be determined). Library staff, remaining Trustees, and Friends will have the option of meeting finalists and giving feedback.

NEW BUSINESS

- Request from Tara O'Brien for Library to remain open after hours from 6 to 9 pm on October 1st for an event. Ann moved to approve, Felicity seconded, unanimously approved.

- Executive Session: Library consultant update. Jenny moved to enter Executive Session, Felicity seconded. Executive Session entered at 4:41 pm. No actions were taken. Executive Session ended at 5:27 pm.

NEXT MEETING: July 14, 2026

Adjourned at 5:57 pm.