Brooks Memorial Library Trustee Meeting Minutes

August 11, 2026
Present: Bob Ferrante, Jenny Rowe, Ann Varilly, Sirkka Kauffman, Felicity Ratte, Margaret Atkinson, Leo Schiff, Nikki Holland, Lindsay Bellville, Nina Heller.

Call to Order / 4:46 PM

Agenda Changes or additions: Welcome new Trustee. Executive session on personnel issues.
Public Comments: None
President's Comments: Margaret welcomed Nina Heller as our newest member. Nina gave some background, and all Trustees introduced themselves.
Board Comments: Ann noted that Friends of the Library update should be included.
Approval of Minutes of July 14, 2026 Meeting. Approved by all those present at the meeting.

Leo motioned and Ann seconded for entering an Executive session on personnel issues. Entered Executive session at 4:51 pm, exited at 5:25 pm.

COMMITTEE UPDATES/REPORTS

A. Buildings and Grounds project update – Nikki Holland, Chair

Ann noted that the back is done, and that entrance will officially open the following day. Solar panels are being installed now. Nikki reported that another $133,000 is being reallocated to us from the State, perhaps to be used toward a generator or batteries. Margaret has caught up on submitting invoices, but the State will not reimburse us until the Town submits its audit, which has been done but not yet submitted to Finance.

B. Finance Committee update – Jenny Rowe, Chair
Jenny noted that the packet includes the final report for the past fiscal year, and the first for this year.

C. Friends of the Library did not meet in July. Next meeting is August 19th.

INTERIM DIRECTOR REPORT – Lindsay Bellville

Summer reading is wrapping up. Teen circulation is up. 269 adult reading challenge cards were picked up. September will be short-staffed as two staff are moving from the area, and two others will take some medical leave. New windows are coming into the Children's Room in September, but not all the books will need to be moved for that installation. Sally had made some recommendations on safety issues that are being implemented on phones, the circulation desk, and adding a mirror so that staff can see the front door. A written procedure on cash handling will follow after a meeting with Finance. In addition, we are considering getting some smaller tables for downstairs, rather than the current ones seating 4 people.

CONTINUING BUSINESS

- Library Director position update. Interviews with finalists will take place September 8th.
- Social work and safety assistance update. Covered in Interim Director's report.
- **Policy Review – Fees policy 3rd reading.** No changes were proposed, so it will be on the agenda next time for a vote.

NEW BUSINESS

- Literary Festival. – The Library will need to be open on Sunday, October 18th for a Festival program. Approved by acclaim.

NEXT MEETING: No meeting in September. Next meeting will be October 13, 2026.

Adjourned at 6:00 pm.