Brooks Memorial Library Trustee Meeting Minutes

October 13, 2026
Present: Bob Ferrante, Jenny Rowe, Ann Varilly, Sirkka Kauffman, Felicity Ratte, Margaret Atkinson, Leo Schiff, Lindsay Bellville, Nina Heller. Absent: Nikki Holland.

Call to Order / 4:45 PM

Agenda Changes or additions: Signage mock-ups (under Buildings and Grounds committee)
Public Comments: None
President's Comments: None
Board Comments: None
Approval of Minutes of August 11, 2026 Meeting: Leo moved to approve; Bob seconded. Approved by all those present at the meeting.

COMMITTEE UPDATES/REPORTS

A. Friends of the Library update

Ann attended. The Words project is considering a $100,000 endowment for maintenance, but Friends do not want to administer it. The current Treasurer does not wish to continue as it is too much work for one person, and the group is looking for options, possibly from a volunteer. There is over $100,000 in the bank, normal for this time of year. Margaret will attend the November meeting.

B. Buildings and Grounds Committee update – Ann

Lindsay and Robin met with the potential sign maker, and provided mock-ups and estimates of several options. It would take 6 to 8 weeks to get the signs done. After passing these around, the group requested that they be sent to everyone, and we should give feedback to the Buildings and Grounds committee before their next meeting on October 20th. One of the options costs more than $10,000 so would need to go out to bid.

Ann reported that the generator was pulled out of the building project since it would take 25 weeks to arrive. There have been $57,000 in change orders from GPI with more coming in, but we are still under budget by over $100,000. There is a potential grant for enlarging the Tool shed for e-bikes, but it is not viable. It would be possible to put a small solar array on the shed.

C. Finance/Asset Development Committee - Jenny Rowe, Chair

The financial reports are in the Trustee packet online.

DIRECTOR'S REPORT – Lindsay Bellville

The windows in the Children's Room are finished resulting in less street noise, and they can be opened. There were 3 recent Town events. The Clerk 1 position and substitute have been filled, and will start in November. Changes in the Union contract now include

part-timers with over 20 hours, so they can receive longevity bonuses from the Town. The Trustees may still give bonuses for those with less than 20 hours. The library has been short-staffed since February. The Trustees want to thank both Lindsay and the Staff during this time. The Town budget goes to the Selectboard on November 10th; it should be reviewed by the Finance/Asset Development committee on November 3rd.

CONTINUING BUSINESS

- Fees policy – final vote. Leo moved to approve; Bob seconded. Approved unanimously.

NEW BUSINESS

- FY28 Budget. Lindsay met with the new Town Finance Director, and will meet with John Potter in 2 weeks.
- Library programs – Request for delayed opening Friday, October 16th at 1:30 pm. Request for staying open for World Singing Day on Friday, October 23rd from 6:30 to 8:30 pm (without circulation services). Request to close Library on Thursday, October 29th for Town benefit fair and staff training. Ann moved to approve; Felicity seconded. All approved by acclaim.
- Hiring committee update. Bob noted that the two finalists will meet with Town department heads, Library staff, and Trustees and Friends on Friday, October 16th. Trustees and Friends will be in Room D, at 10:45 am and 12 noon. Lunch will be provided.

Felicity moved and Nina seconded to go into Executive Session on the hiring process and Director transition. Executive Session entered at 5:44 pm. Felicity moved and Leo seconded to end Executive Session at 6:38 pm.

NEXT MEETING: November 10, 2026

Adjourned at 6:38 pm.