

Arvin A. Brown Public Library  
88 Main St. Richford, VT  
Agenda  
Friday, December 19th, 2025, 3:00 P.M.  
Meeting of the Board of Trustees

In Person at the Library or Join Zoom Meeting:

<https://us06web.zoom.us/j/95174207959?pwd=a1c4MFNJcytpYndHZ2lmaXRcNUV2dz09>

## Agenda Items

1. Call to order
2. Agenda - Amendments
3. Approval of Meeting Minutes
4. Attendance
5. Comments from Citizens Present
6. Approval of
  - Librarian's Report
  - Financial Report

## New Business

### Library Program:

1. Library Holiday Spectacular- Saturday, December 20th from 10 AM - 12 PM, storytime, crafts, free treats, and a holiday goodie bag to take home.
2. AABPL staff brainstorming new library programs in 2026.

### Community Partnership/Outreach:

1. PreK/K Family Friday at RES - Friday, December 12th at AABPL from 12:00-12:30 PM.
2. Discussion with Adam Choquette and the Knights of Columbus about joint fundraising initiatives in 2026.
3. Reconnecting with the Notch about future partnerships.

### Personnel & Staffing:

1. Personnel Policy Amended and Approved on Friday, December 5th meeting. The document still needs to be signed by all the trustees.

### Finances & Library Grants:

1. Library Budget presented to the Richford Selectboard on Monday, December 15th at 5 pm. We await their approval in March 2026.

### Library Marketing & Communications:

1. The website has received an update
2. Mailchimp monthly newsletter and printed version of monthly newsletter currently in development. Hoping to have it ready to launch by January.

### Library Facilities:

#### Interior:

1. Northern Contractor Basement - cement scheduled for Thursday, December 19th.
2. Jason, D&D Electrician, planned on for Friday, December 19th.

#### Exterior:

1. Back lights on the library to be replaced by the town.
2. Gordon has sourced a backdoor contractor: Vermont Door Company out of Barre.

## **Old Business**

### Library Program:

1. Children's Storytime with Andrea: planning classes into the winter term.
2. Kathleen to continue with her bookclub into 2026.

### Finances & Library Grants:

1. Purchases Hold - As per Treasurer email dated 10SEPT2025, our financials are over budget for payroll (\$51,500.00 annual from Town Appropriation for 5 part-time employees at 28hrs maximum/wk) and thus ordered a stoppage of all purchases until further notice.
2. We still have the NCSS grant to spend for \$2,000 (June 2026) and the North Country Credit Union grant to spend for \$860 (June 2026).

### Library Facilities:

#### Interior:

1. Basement renovations are still underway.

#### Exterior:

1. Barn quilt still needs to go up on the wall
2. Lockbox has been installed. Instructions have been sent out. Tradespeople are able to use the box with ease. Ongoing.

## **Other Business**

### State Partnerships:

1. State Librarian, Catherine Delneo and Capital Funds Grant Manager, Mark McClary will be visiting AABPL on Friday, January 9th at 10 am. All Library Trustees and Town employees are invited to attend.

## **Executive Session**

Next Meeting: **Friday, January 16th, 2026 at 3 PM**