



Arvin A. Brown Public Library  
88 Main St. Richford, VT  
Meeting of the Board of Trustees

Agenda

**Friday, January 16th, 2026, 3:00 P.M.**

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. Seniors Coffee Hour will begin **Monday January 26th from 10 am - 11 am**

### Community Partnership/Outreach:

1. PreK/K Family Friday at RES - **Friday, January 16th at RES from 8 AM** (Art Day).

### Finances & Library Grants:

1. Arvin A. Brown Public Library was awarded a \$1,000 **Ben & Jerry's Community Action Grant** to support the Seniors Coffee Hour. The grant check has been deposited. \$338.73 of the grant funds have been spent to get the program started, leaving \$661.27. The purchase includes a coffee cart, a new keurig machine, coffee and hot chocolate pods, tea, coffee cups and lids, etc.
2. Capital Campaign team to work with us to acquire funds to purchase the lift in advance for **\$23,237.50** from Access Mobility.

### Library Marketing & Communications:

1. **2026 Annual Library Report** submitted to town on Friday, January 7th, 2026.

### Library Facilities:

#### Interior:

1. Awaiting the next phase of electrical and relocating the basement stairs.

#### Exterior:

1. The back lights on the library have been replaced by the town.

2. The flag pole mount needs to be reinstalled. Broke during a recent snowstorm.

## 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.

### 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. 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. Library Budget presented to the Richford Selectboard on Monday, December 15th at 5 pm. **NEW: Classification on the library's 2026 budget from the town sent to AAPLC on 07JAN2026. Replied on 07JAN2026 by the Library Director.** We await their approval in March 2026.
3. 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 Marketing & Communications:

1. Mailchimp monthly newsletter and printed version of monthly newsletter currently in development.

### Library Facilities:

#### Interior:

1. Capital Campaign Renovation is currently underway.

#### Exterior:

1. Barn quilt still needs to go up on the wall

## Other Business

### State Partnerships:

1. State Librarian, Catherine Delneo and Capital Funds Grant Manager, Mark McClary visited AABPL on **Friday, January 9th at 10 am**. We had 10 people in attendance, including a member of the Saint Albans Messenger. **NEW: News article to be written by SAM, published in January 2026.**

## Executive Session

Next Meeting: **Friday, February 20th, 2026 at 3 PM**