

Arvin A. Brown Library  
Trustee Meeting  
Friday, December 19, 2025 Minutes

Agenda Items

Call to order 3:03 p.m.

Agenda Amendments: GMLC contract to be discussed in Finance

Approval of Meeting Minutes November 22<sup>nd</sup>, Carita moved, Kristen seconded.

Attendance: Debra Atherton, Gina Clark, Adele Wolfson, Kristen Tracy, Christine Walton, Carita Simons.  
Kathleen Engstrom

Comments from Citizens Present: None

Approval of

Librarian's Report: Carita moved to accept, Gina seconded.

Financial Report: Adele moved to accept, Carita seconded.

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, including a seniors' event on Mondays, and family-oriented events.

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.
2. Staff bonuses were paid as planned

Library Marketing & Communications:

1. The website has received an update, including minutes of prior meetings
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 – concrete floor has been poured

2. Jason, D&D Electrician—new panel installed for utilities in basement (sump pump and dehumidifier)

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 (for Junior/Sr. High school students June 2026—Annette may be helpful for ideas), the North Country Credit Union grant to spend for \$860 (June 2026) and \$682 for the Sherryl Grant (Buzz will be provided with a list of purchased books).

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.

Adjourned at 3:37 pm

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