



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

Agenda

**Friday, February 20th, 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. We hosted a Love themed Story Time Program on **Friday, February 13th from 1:30 pm - 2:30 pm.**
2. Seniors Coffee Hour will be hosted on **Monday February 23rd from 10 am - 11 am.**
3. We are piloting a week long school break programming at the library, hosting a program each day that we are open. We will be offering **Paint Day on Monday, February 23rd from 12-3 pm, Lego Day on Wednesday, February 25th from 11am-4pm, Story Time and Games Day on Friday, February 27th from 12pm-3pm, and Family Movie Day on Saturday, February 28th from 10 AM -12 pm.** We are eager to gather community feedback on how we can improve services in the future. I applied for Alan Berolzheimer to come and speak on River Memories: Exploring Settlement Patterns on Waterways in Vermont on Saturday, May 30th at 6 PM. This event is proposed to take place at Town Hall/AABPL. Awaiting Rapid Relief grant reply from Vermont Humanities to fund the entire event.

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1. I met with Annette on **Monday, February 2nd from 8:00- 9:00am** at Richford Middle Senior High School to discuss next steps for the Vermont Reads program in the spring.

2. I attended the February FLAIR Meeting on **Monday, February 2nd from 9:30-11:30am**. The primary training session was about Leveraging Ai in Libraries.
3. Meeting with the Notch on **Friday, February 6th** to discuss the possibility of partnering for a community food shelf. The library staff would like to call it "The Library Market". Pending reply from CVOEO.
4. I had a conversation with Melanie from the RES about the community printer that was awarded to the library with grant funds on **Wednesday, February 11th**. This is a resource that our community partners still use. However, we have not utilized grant funds to purchase materials to keep the printer running such as ink and paper. As a result, the library has been supplying materials from their operation budget to assist the school with this program. We need to consider what grants we can utilize to replenish the paper and ink so that the teachers can continue to rely on this resource. PRESENT 1) ESTIMATE FOR NEW INK FOR ALL LIBRARY PRINTERS and 2) PROPOSAL FOR HOW TO MOVE FORWARD.
5. I attended the first Vermont Library Association Conference Meeting to organize the 2026 Conference in Burlington this June on **Tuesday, February 17th at 11 AM**.

#### Finances & Library Grants:

1. I will be purchasing monthly library book orders (adult & juvenile) and library supplies and submitting all receipts to Gina separately to help keep track of what is being expensed. Last month was a great success.
2. I have drafted a spring purchasing list for Cheryl's collection for **\$259.12** and have had it approved by Buzz. He does not require this but appreciates that I involve him in the selection process. As the library is currently under renovation on the main floor, I am being mindful of how much inventory to bring into the library at this time. We simply do not have the space to bring in high volumes of publications. I anticipate placing the order in April or May 2026, depending on how the renovation is going.
3. Arvin A. Brown Public Library was awarded the 2026 Summer Programming Grant through the Department of Libraries for **\$350**. This is allotted to summer programming resources.
4. I applied for the 2026 Winter Project Grant through Vermont Humanities for **\$2,500** to start a Lego Club at AABPLC this summer. Lego Day in February will be a test pilot to see how the public responds.
5. I am currently drafting a grant application to ARSL for their 2026 Sustainable & Resilient New England Libraries Grant that is **\$5,000-\$15,000** for new flooring in the library. I have reached out to several companies to get a bid. The New England Floor Company declined as the project was too large for them due to "labor constraints". Flooring America in Williston has reached out and we are in the process of scheduling someone to come to the library to measure out the space and provide us with an estimate.

#### Library Marketing & Communications:

1. **The Digital Archives of the Arvin A. Brown Public Library** was restored to aabrown.org on **Wednesday, February 4th**. We have received 4 separate public comments expressing their delight to have this digital resource available again. Thanks to Annette Goyne for helping me with this.
2. **Arvin A. Brown Public Library** launched its monthly newsletter on Monday, February 9th and it has been a hit! The public loves having one resource that they can take home that has everything they need to know for the month on what the library is doing. I have uploaded the newsletter to the website so the public has access to both physical and digital.
3. **The 2025 Annual Vermont Library Report** was submitted to Joshua Muse on **Monday, February 9th**.
4. **2026 Annual Library Report** submitted to town on Friday, January 7th, 2026.

### Library Facilities:

#### Interior:

1. Gordon and I have been working together to schedule companies to install the back door for the ALA Round 3 Access Grant; as the flooring for the possible ALA grant.
2. The toilet crack is still leaking but is manageable. We are dumping out the drip bin once a week. It's manageable and not an immediate concern.
3. Discussion about utilizing remaining accessibility grant funds to install security cameras on the interior and exterior of the library.

#### Exterior:

1. The town has agreed to take the leftover rebar from the basement project and transport it to their offsite storage location.

## **Old Business**

### 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. **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.
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).
3. 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.

4. 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. Continuing to post on the library's social media platforms and websites.
2. Working with RES to get the word out about library programs.

#### Library Facilities:

##### Interior:

1. Capital Campaign Renovation is currently underway.
2. Awaiting the next phase of electrical and relocating the basement stairs.

##### Exterior:

1. Barn quilt still needs to go up on the wall
2. Flag post still needs to be reinstalled outside when it gets warmer

## **Other Business**

#### Library Trustee Board Meetings:

1. We need to pick dates for March and April 2026 Library Board Meeting.
  - a. Friday, March 13th
  - b. Friday, April 10th

## **Executive Session**

Next Meeting: **Friday, March 13th, 2026 at 3 PM**