

**Arvin A. Brown Library
Trustee Meeting
Friday, February 20th 2026**

Agenda Items

Call to order 3:04 PM

Agenda Amendments - None

Approval of Meeting Minutes January 16, 2026 Carita moved, Kristen seconded

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

Comments from Citizens Present - None

Approval of

- **Financial Report** – Carita moved, Debra seconded
- **Librarian’s Report** - Carita moved, Kristen seconded

New Business

Library Program:

- February 13 hosted Story Time Program
- February 23 will hold senior coffee hour
- February 23rd during School Break will host several programs - Paint Day, Lego Day, Story Time and Games Day and Family Movie Day.

Community Partnership/Outreach: During February Christine attended the following meetings

- At Richford JR/SR Highschool regarding Vermont Reads Program
- Online FLAIR Meeting titled Leveraging AI in Libraries.
- In Burlington to plan the June Vermont Library Association Conference.
- At Richford Elementary School Pre K and K for Heart Day.
- At Notch regarding Food Shelf in Library.

Finances & Library Grants: In February

- Capital Projects Grant - Access Mobility received deposit for lift.

- 2026 Summer Reading Program Grant for check received \$350.
- 2026 Winter Project Grant for \$2,500 with Vermont Humanities application submitted for Lego Club this summer.
- 2026 Sustainable & Resilient Libraries Grant for \$5,000-15,000 drafted for new flooring. Christine reached out to potential vendors.
- 2026 Annual Library Report submitted February 9th. Currently addressing Josh Muse questions.

Library Marketing & Communications:

- Digital Archives restored “Thank you Annette Goyne.”
- Newsletter launched.

Library Facilities:

Building Interior:

- Gordon and Christine scheduling installation of back door (ALA Round 3 Grant).
- Toilet leaking but manageable. Plumber did not show up. Larry Bessette will reach out to him.

Building Exterior: Town will take rebar offsite.

Other Business

- Food Shelf: proposal of food shelf in the library discussed. The Notch is currently doing it during limited hours of operation. Trustees felt this is something we could do. Too much going on with current renovations. Trustees expressed concerns regarding stocking, space limitation, core mission of the library and sustainability with current staffing.
- Community Printer – Several years ago the library received a Promise Community grant from the Town of Richford for a community printer, laminator, and children’s computer. The trustees discussed and felt that the use of the printer for the community had met its expectations for the community.
- Trustees discussed submission of Grant Reports. Going forward all grant reporting needs to be reviewed by two people before submission. Copies of the Grant Reports should be provided to the trustees.

Executive Session

The Trustees entered executive session. No action was taken.

Future Meetings scheduled

- March 13th
- April 10th