



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

Agenda

Friday, March 13th, 2026, 3:00 P.M.

In Person at the Library or Join Zoom Meeting:

<https://us06web.zoom.us/j/95174207959?pwd=a1c4MFNjcypYndHZ2lmaXRcNUV2dz09>

Agenda Items

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

New Business

Library Program:

1. Seniors Coffee Hour hosted on **Monday February 23rd from 10 am - 11 am.** Public Comment was to provide a breakfast snack such as bagels or muffins.
2. In the early development phase of planning our Summer Program at AABPL. Christine will be attending a Summer Training session by the state on **Monday, March 30th from 9 am - 12 pm.** Wendy and Christine have been discussing themes, reading incentives, programs, and a potential summer end community celebration.

Community Partnership/Outreach:

1. We are in the early development phase of planning our Summer Program at RES. Wendy plans to connect with the Director of Leaps to inquire about their plans this summer and how AABPL can partner again. We are brainstorming what resources we may need to host the 5-week long program at the school again.
2. I attended the February FLAIR Meeting on **Monday, March 9th from 9:30-11:30am.**
3. I have been elected as Chair of the 2026 VLA Conference Programming Committee. We hosted our first meeting on Friday, February 27th. The next meeting will be **Friday, March 27th.**
4. Vermont Humanities Speaker series has been cancelled. The grant funds were stalled and the host site (the high school) was not going to work. We decided to park this idea for a later time.

5. I've been asked to speak at Richford Jr. Sr. High School in May regarding Libby/Palace Project and how students can access free audio/e-books.
6. We received a book donation from Cheryl's friends in California and have put the books into the collection Wednesday, March 4th.

Finances & Library Grants:

1. Library Budget passed by town, from \$50,000 to \$55,000 annually. +5,000.00.
2. **February book orders** (adult & juvenile) and library supplies submitted to Gina separately. Orders arrived to the library the first week of March.
3. We have been awarded the American Library Association Libraries Transforming community (Round 4) grant for **\$10,000** for new flooring in the library.
4. Christine was awarded the ARSL 2026 Overcoming Obstacles Grant to attend the 2026 ARSL Conference in Montgomery, Alabama in September. Grant worth \$1,600 to cover conference expenses and wages lost. This is NOT a library grant but rather, a professional development grant for Christine. This will not impact the library's finances.
5. Reimbursement request sent to NCSS for Lindsay Hunn to send us a check for **\$529.72**. We still have **\$1,470.28** that needs to be spent by **May 30th, 2026**.

Library Marketing & Communications:

1. **March Newsletter is available!** Physical copies can be picked up at the front of the library and a digital copy can be reviewed on the library's website.
2. We need to purchase ink for the printer soon for library marketing materials next month.

Library Facilities:

Interior:

1. Access Mobility came to the library on **Wednesday, February 25th** to measure the elevator and order the parts to begin the update. They will be in touch with Gordon regarding next steps.
2. Flooring America in on **Monday, March 9th** to provide us an estimate for the floors.

Old Business

Library Program:

1. 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.**

Finances & Library Grants:

1. I have drafted a spring purchasing list for Cheryl's collection for **\$259.12** and have had it approved by Buzz. I anticipate placing the order in April or May 2026, depending on how the renovation is going.
2. 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. I submitted a report for this event (with photos) on **Friday, March 6th**.

3. I **submitted** our grant application for the 2026 Sustainable & Resilient New England Libraries Grant. I requested **\$15,000** for new flooring in the library, as well as the installation of a new ADA complaint circulation desk. We should hear back by mid-late April 2026, if we have been selected.

Library Marketing & Communications:

1. Library Printers: Review and vote on PROPOSAL FOR HOW TO MOVE FORWARD.

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.

Exterior:

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

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. We still have the North Country Credit Union grant to spend for \$860 (June 2026).
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. Continuing to post on the library's social media platforms and websites.

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

Executive Session

Next Meeting: **Friday, April 10th, 2026 at 3 PM**