

Arvin A. Brown Library
Trustee Meeting
Friday, June 26th 2026 Minutes

Agenda Items

Call to order 3:03 pm

Agenda Amendments: Insurance (Other Business and Executive Session)

Approval of Meeting Minutes May 29th Carita moved, Kristin seconded, approved with correction of typo (corrected minutes attached)

Attendance: Debra Atherton, Gina Clark, Adele Wolfson, Kristin Tracy, Carita Simons, Christine Walton

Comments from Citizens Present: None present.

Approval of

Librarian's Report: This report includes data from May and June. Carita moved to accept, Kristin seconded.

Financial Report: Grant activity not reflected in this report. Carita moved to accept, Kristin seconded.

New Business

1. Rear Door Exit: Carita reported that it is still being manufactured. We have an extension to spend the funds until the end of the year.
2. Library Renovation: Major work on the 1st floor and basement will start the 6th of July. We will close the library until the 19th, hoping that as much as possible will be completed by then. It may be best to make the closure until the 26th for things like ILL and courier that need longer lead time. For ILL, we will not take any requests to or from us and will advise courier not to come after July 1st. This will also save some money. Christine has begun to advise the public about the closing and will continue to do so. She is also checking with the State to be sure that we have done everything needed as far as notifications. Carita and Gordon will meet with the Sticks & Stuff staff about bathroom and other flooring.
3. Cheryl's Collection/Buzz visit. Buzz is due to do a walk through on June 27th. Trustees are welcome to join. We will not pack up the books in this collection until after his visits. All books in the collection have been entered into the catalog, so that they are searchable and any patron can find them and request them.

Old Business

1. Vote on FY26 Library Budget: Long discussion. Budgeted raises would increase the overall budget by \$4k. Even without that addition, we have a shortfall of ~\$20k. We will take the agreed-upon 4% from endowment, but that still leaves an unrealistic amount to fund raise, considering that past fundraising appeals have yielded only a few thousand dollars. We discussed other options to decrease expenses or increase funding.
2. 4th of July Parade: Debra and Kristin will hand out popsicles donated by Main St Market and will have fundraising letters available.

3. Library Flooring project: Sticks & Stuff will come on Monday to take measurements. It seems that costs may come in below original estimates. We need to check that the flooring chosen is ADA compliant.

Other Business:

1. Painting: The front stairs need painting. This should be responsibility of Town Hall. Christine will discuss with Jeremy.
2. New bookkeeper: We need to put out an ad quickly. Debra will work on Gina for wording. We need someone with experience in the non-profit world and knows fund accounting. Gina may have someone interested, but we need multiple candidates. Carita suggested looking into national companies that specialize in non-profits; she will research and report.
3. Insurance for directors and officers: Discussed in Executive Session (see below). Gina will reach out to Hull Insurance, as decided.

Entered Executive Session 3:58, Ended 4:07 pm

Next Meeting: Friday, July 17th 2026 at 3 PM, to be held virtually on Zoom since the building will be closed

Adjourn 4:08 pm