

Arvin A. Brown Library
Trustee Meeting
Friday, May 29th 2026 Minutes

Agenda Items

Call to order 3:02pm

Agenda Amendments: Bookkeeper discussion (Other Business)

Approval of Meeting Minutes April 10th Gina moved, Carita seconded, approved with correction of typo in Kristin's name

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

Comments from Citizens Present: None present, but Christine noted that at least a dozen patrons have commented on the problem of access to the parking lot and rear door, which will likely be an issue for 4-7 weeks.

Approval of

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

Treasurer's Report: This report is only current through April. Carita moved to accept, Kristin seconded.

New Business

1. Vote on FY26 Library Budget : We considered at length the revised budget. However, the payroll tax line item needs to be corrected, and we need further discussion of the overall budget and how we are to meet deficit. We will vote at next meeting.
2. FY26 Fundraising: We will meet to prepare letters for fundraising on June 9th at noon. Staff will print letters, Carita will make labels, Christine will purchase stamps. We will continue to discuss other options for fundraising.
3. Summer Reading Program Package: Christine distributed materials and reported on all the exciting aspects of the program. The brochure is going to schools. She has used grant money for programming, including the kick off program on June 20th. In addition, she has obtained family passes to the St. Albans pool, and these will be raffled off weekly. There may also be a Franklin County passport aspect of the summer program. There will be a big end-of-summer celebration, partnering with the Town.
4. 4th of July parade: This is being sponsored by the Legion, not the Town. Kristin will get more details. The library will be closed on Fri, July 3rd for the holiday but open for the 4th so that we can participate in the parade events. Wendy will keep the library open, and there will be stay and play activities. Christine will get ice cream sandwiches from Main St Market with grant money. Debra and Kristin will hand these out. There may be a lot of people in town if the RHS reunion is the same day, and it will be a good occasion for publicizing events at the library.
5. Vermont Saves: New law requires that all employers offer their employees the option to sign up for retirement accounts, with money to be withheld from their paychecks. We have to file paperwork by the end of June.

Old Business

1. Library Printer Projects: We have acquired a new (color) printer with grant money. Christine has listed the old one on Facebook Marketplace, and we will see if there is any interest. She will lower the price and repost after a few weeks if no bids. We do still need a scanner.
2. RJSHS Libby Speaker Session: This was cancelled, but instead Christine will work with the school on Humanities Grant activities, including the Lego event, scheduled for June 24th.
3. Cheryl's Collection: There is interest on the part of the donor to have an allocated space for books in this collection. Currently they are in niches throughout the building. We like the idea of pointing out books that have been purchased for the collection, but don't want to see all of them set apart, since patrons might have trouble locating them. We suggested having an area for the newest additions, and then moving them to the general stacks with stickers on the spine that indicate they come from Cheryl's Collection.
4. Back door project: Gina has paid the deposit (\$3k) out of the appropriate grant fund. It is important to note that we have three separate ALA grants: round 2 was for windows, round 3 for the back door (and other accessibility aspects), and round 4 for flooring. The lift is being manufactured, but since the old lift's door has been removed, it is not in use, and installation of the new one can move forward. Carita will be in touch with the company about starting installation as soon as we have checked that Larry does not need access to that area.

Other Business:

1. Bookkeeper: Debra has been in touch with our accountant, Michael Viens. He advises that we need to advertise urgently for someone who works with non-profit orgs, and especially understand grant accounting.

Next Meeting: **Friday, June 26th , 2026 at 3 PM**

Adjourn 4:40 pm