Arvin A. Brown Library
Trustee Meeting
Friday, July 24th 2026 Minutes

Agenda Items

Call to order 3:02 pm

Agenda Amendments: Workers Comp update (in Old Business)

Approval of Meeting Minutes June 26th Carita moved, Kristin seconded

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

Comments from Citizens Present: None present.

Approval of

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

Financial Report: Some new donations noted. Carita moved to accept, Kristin seconded.

New Business

1. Library shelving and mapping: Carita reported that we will be able to reuse most of current shelving, will put everything back and see if we need more. If not, Christine obtained some estimates for new shelves.
2. New Thank You letters for donors: It would be expensive to recreate the old ones. Christine has created a new one on Canva and researched options for printing. She will leave the digital file with staff. Otherwise, we have tabled this for now and will order once the donor cycle is over.
3. August 15 Community Summer Party: This is cancelled. We received a refund for bouncy castle, which will go back into General Operating funds. Christine will check on status of reimbursement to funding agency.
4. Records Retention: Christine reported that incorporated libraries are not subject to the same rules as municipal libraries, but that we should be guided by these. Trustees can decide if we want to be stricter than State requirements. She passed along the State regulations, which require one year retention for some records and 3 for others Some Trustees are hesitant to discard some records even after 3 year, and we will discuss which can be discarded and which we wish to retain longer.

Old Business

1. Cheryl's Collection – Visit with Buzz: Buzz was pleased with plans for the collection and wants to continue the partnership. Communication with him and the bank is pending.
2. Back door project Update: Carita reported that it will be installed soon and will cost ~$7500, which leave funds from this grant, and we have some flexibility in how to use these. She suggested that we use some for ADA-compliant bathroom fixtures and possibly an accessible circulation desk, which Larry can build.

   Considering renovation grants and how we can use them:
   -ALA Round 3: Report is due Dec 31st and we have some flexibility with use of funds as

long as we have community input on needs. We did a survey when we first were awarded the grant, so we have data.
-ALA round 4:Interim report is due Dec 31st.
It is not clear if we need new conversations with the community, but the staff have received public comment during renovation that the rugs are a hazard, so new flooring appears to be a reasonable response. Lighting for the front and/or back path was also requested on surveys and would be a good use of funds
-ARSL is also to be used for flooring.

Debra needs to sign off on all reports, and these should be printed and kept as hard copy even when filed online.

3. Library Renovation Update: There was a meeting with State representatives July 24th. They were impressed with progress. A requirement of the award is that the library cannot be closed for 5 years once the grant ends. So, it is best if we complete all work, whether funded by the Capital grant or not, until all work is completed. This likely means at least another 2 week extension of closure.
   We are applying for more money for cabling and professional services related to computer connectivity.
   We can be reimbursed for demolition of the old lift in advance, and we hope for the first week of August to install the new one.

Other Business:

1. Workers Comp: Christine was assigned a claim number and contacted Northwestern Medical to bill Workers Comp instead of personal insurance.
   We got notice of policy renewal and have to do an audit within 45 days of renewal (Sept 15th)
2. Unspent grants: Adele asked about both NorthCountry and Ben & Jerry's awards that have either not be spent at all or spent only in part. Although the spreadsheet lists a date of June 30th (past) for a report to NorthCountry, there does not seem to be an expiration on that award. Adele will contact them to be sure that we can continue to spend these funds and if/when they want a report. Ben & Jerry's is meant to last at least 3 years, and all that is required is that it be used for "community programming" to support some demographic in the community, no report needed.

Entered Executive Session 4:00, exited 4:07 pm

Next Meeting: **Friday, August 21st 2026 at 3 PM, to be held virtually on Zoom if the building is still closed**

Adjourn 4:07 pm