

Bent Northrop Memorial Library
Trustee Meeting Minutes
Date: 12/18/25, 4:30pm

In person: 164 Park Street, Fairfield, VT 05455

Virtual via Zoom:

<https://us02web.zoom.us/j/84531080029?pwd=aWI6xGcIAGQsQytCliz7UHnU1FRU8h.1>

Meeting ID: 845 3108 0029

Passcode: 147816

Call to Order: Susan called the meeting to order at 4:37 PM.

Attendance: Susan Magnan, Cathy Ainsworth, Sorel Chaput, Sara Tourville, Michele Fiener, Sarah Allerton, Geoffrey Pac, Larry Edelson

Public to be Heard: None

Approval of Minutes from Previous Meeting(s): Michelle made the motion to approve the minutes from 11/20/25. Susan seconded. Motion passed 5-0.

Approval of Warrants: Susan made the motion to approve the warrants from 11/24/25, 12/8/25, 12/22/25. Larry seconded. Motion passed 5-0.

Treasurer's Report: There was a good discussion of the budget at the select board meeting. Everything is on track. Sarah asked how it is reflected as a line item when we use the surplus fund, since this will be the first time we are doing so. Cathy explained how the balance fund shows up in the balance sheet, which is more like the statement of actual money. It is not on the budget status report because it was actualized in prior years .

Sarah also asked about the Courier Grant, since it came in so late this year. Cathy said she will look to see if it was part of the December payments.

There were good gains in the Schwab account.

Librarian's Report: By the middle of November, the library was up in number of visits by 10%.

Sarah has been negotiating with Dell and has ordered two desktops and one laptop. The staff workstations have been replaced. She and the staff are working on website accessibility.

Some book suppliers are still working on catching up and applying the correct benefits and discounts on books. There is about \$400 of books that we are waiting to receive, which are not billed for until delivered.

The cookbook potluck was well received and well attended. Many patrons asked to do it again, especially because of the weather being bad and some people missing it.

See Librarian's Report for full details.

Friends Report: Sara shared the ultimate gift basket was a huge success. For next year, the Friends were able to get a variance for the To-Bid event so it can happen at the library for the last Saturday in September. One challenge they are facing is finding bar service now that Jeff's is no longer doing it.

Business

- Trustee/Friends collaboration update: Larry shared he is working on the collaborative document, known as the Funding Road Map. We all would like to have a joint meeting to get started on this, no later than March.
- 2026 Budget draft: There are still some numbers that are going to be uncertain until the end of the year. We are hoping that the heat bill for December won't be as high, but there is currently a little wiggle room built in (\$660).
- Fire Marshal update: See Friends Report.
- Photocopier leasing decision: The lease is up in March. Sarah met with a representative, options are to keep leasing the current, buy out, or lease a new one. The Trustees agree with Sarah the best option is to buy it out.

With that decided, Susan made the motion to approve the current budget proposal, pending end of the year bills that are coming in. Larry seconded. Motion passed 3-0.

- Long range planning: Began review of final draft: Sarah asked about combining the Electronic Resources Evaluation section into the services to streamline those sections. We then discussed pulling out the items that are To-Do's to list as an addendum. There was also discussion about having a more clear explanation at the start of the document. Susan wants to put a note in to keep a pulse on AI and the impact of AI in libraries.

Other Business : Geoff asked what is the plan for the old computers that are being replaced. Discussion about offering to the community, first come first serve. If any are left over, they could be offered to a school for an IT tech program to learn from.

Executive Session: None

Agenda Items for Next Meeting

Adjourn : Meeting adjourned at 6:25 PM.

Next Meeting: 1/15/26, 4:30pm