

Brownell Library Trustees
Meeting Minutes
9/16/2025

Brownell Trustees in attendance: Christine Packard, Sheila Porter,
Dottie Bergendahl, Karen Hergesheimer, Venessa Luck, Helen Donahey, Alex Carmical,
Jessica Dow, Beth Custer
Teen trustee: Gabrielle Stevenson & Rhiannon Adams

Brownell Staff in Attendance: Wendy Hysko, Ariana H.

Other Attendees: Liz Villa, Linda Hasan

Meeting called to order at 7:00 pm by Karen Hergesheimer

1. Agenda Changes/Deletions

Add group norms to new business.

Change to minutes recorder for:

October- Dottie Bergendahl

November- Jessica Dow

December- Venessa Luck

January- Sheila

2. Public to be Heard-

2 members of the foundation attended.

3. Announcements -

Jeanne will be stepping away for a little bit to focus on a family matter. Karen will be running the meeting until her return.

4. Minutes of Tuesday, August 19, 2025

Change the date to the 19th. Dottie moved to pass amended minutes, Sheila 2nd.
Motion passed.

5. Financial Report

Checking account- \$2011.70

CD- \$2942.57

A little over 16% on a few budget lines, but overall looking good. Sheila moved to acknowledge the financial report, Christine 2nd. Report acknowledged.

6. Reports

-The new phone installed outside the main door is a nice addition for staff to direct patrons to use for outgoing calls.

-Edit on page 5 to remove the word We.

7. Committee Reports- None

No committees

8. Work groups

100th Planning- The Trustees requested a budget from the planning committee.

Sustainability - diverse recruitment

The staff is reviewing the report.

Budget work group

Have been asked from the city office to submit a budget with only a 3-5% increase. In order to accomplish that with certain increases out of our control, the budget to be reviewed is level funding. If more is requested to be cut that could mean only opening the Library 5 days a week and cutting Saturdays year round.

9. Foundation Report

Communication between the Foundation, Library staff and Trustees needs to be worked on moving forward. An idea of a group meeting was suggested and creating memorandums of understanding.

10. Old Business

Roof/building update

Pushed back but have been told it will be done before the temperature gets too cold.

Lincoln renovation update

Open to the public. Ribbon cutting Friday 9/26th/2025 @ 10:00am.

Updates on Kolvoord Room use

Used by the senior center still.

10. New Business

Reviving Friends nonprofit

Karen looked at what is needed to get the non-profit number revived from the IRS, and what would need to happen through the state to reinstate the Friends of Library non-profit.

Repair Cafe update

Need help spreading the word to get more participants registered.

Meet Me on Main - volunteers

Need more volunteers to help with the library table.

Group Norms:

Was asked how we as trustees give feedback during and after meetings. A discussion to create norms for meeting to ensure that all members have a voice was talked about.

11. Adjournment

The meeting was moved to be adjourned by Sheila , 2nd by Dottie . Meeting was adjourned.

Notes on agenda items, voting outcomes.

Minutes submitted by: Beth Custer

Note on Vermont Open Meeting Law - minutes must be taken at every public meeting and must include at least the members present, active participants, motions made, and votes taken. And posted on website and be available by request within 5 days of meeting.

****Minutes should be provided to Library Staff for posting by Friday afternoon of the meeting week to adhere to Vermont Open Meeting law. ****