

Brownell Library Trustees  
Meeting minutes  
August 21, 2025

Brownell Trustees in attendance: Christine Packard, Beth Custer, Dottie Bergendahl, Jessica Dow, Sheila Porter, Helen Donahey, Jeanne Grant, Karen Hergesheimer, Alex Carmical, Venessa Luck  
Hannah Tracy - Staff

Meeting called to order at 6:58 pm

1. Agenda Changes/Deletions: Add IMLS Funding and information to Old Business
2. Public to be heard: none
3. No announcements
4. Minutes of Tuesday, June 17, 2025. No changes. Sheila moved to approve. Dottie seconded. Passed unanimously.
5. Financial report:
  - Checking account: \$1999.88
  - CD: \$2939.10
  - Budget for last 12 months looks good. Came in less than \$150 over budget. July budget also looks good.
  - Sheila moved to acknowledge. Karen seconded. Passed unanimously.
6. Library and Staff Reports.
  - \* Clarified several misunderstandings of word usage.
  - \* Discussed why and how categories for reporting age groupings are used by the state.
  - \* Commended the staff for its handling of challenging patrons and situations and acknowledged that these situations are growing.
  - \* Emphasized that service dogs must be under the control of their handler.
  - \* Discussed inter-library loan challenges and needed improvements
  - \* Gave a big THANK YOU and recognition of the staff for a very successful summer reading program.
7. No Committees
8. Work Groups
  - \* 100th year celebration and party
    - Meeting for planning was held earlier in the evening
    - Trustees will be responsible for the Big Celebration Party on July 20th -- the 100th anniversary of the dedication.
    - Brain stormed ideas

#### 9. Foundation

- \* Fund raising letter going out end of September
- \* Next donation day - September 20th
- \* Acknowledged communication still a problem
- \* Jeanne proposed creating an MOU or written procedures for our relationship
- \* Discussed possibility of new 501(c)3 or splitting the current group
- \* Jeanne proposed a joint meeting of the Foundation and Trustees
- \* Dottie formally joined the Foundation

#### 10. Old Business

- \* Roof - no new information
- \* Lincoln Hall renovation update - basically done
- \* Kolvoord Room use -- returning to normal
- \* IMLS Update - no new information

#### 11. New Business

- \* Recording secretaries:
  - Sept. - Beth Custer
  - Oct. - Karen Hergesheimer
  - Nov. - Jessica Dow
  - Dec. - ?
  - Jan. - Dottie Bergendahl
  - Feb. - Helen Donahey
  - March - Alex Carmical

Meeting adjourned 8:17 pm. Sheila moved to adjourn. Dottie seconded. Passed unanimously.