

Brownell Library Board of Trustees
Meeting Minutes

Tuesday, June 16, 2026 7:00 pm

Minute recorder: Sheila Porter

In person: Brownell Library Kolvoord Community Room. 6 Lincoln St, Essex Junction

Trustees Present: Alex Carmichel, Jessica Dow, Karen Hergesheimer, Linda Hasan, Venessa Luck, Christine Packard, Sheila Porter. Teen Trustee: Rhiannon. Staff: Wendy, Alison

Chair Karen Hergesheimer opened the meeting at 7:00 pm.

1. Agenda Changes/Deletions – none

2. Public to be Heard – none

3. Announcements -

- Book sale room open/free for a few weeks while trying to empty inventory.

4. Staff Education

- Communications Director Ashley Snellenberger provided orientation on Ethics and Open Meeting Law.
- Counts as yearly training.

5. Minutes of May 19, 2026

- Minutes accepted as written. Motion by Sheila, seconded by Christine. Passed unanimously.

6. Financial Report

- On track overall with budget.
- Trustee checking account balance noted as \$5,131.31.
- Wendy to send a copy of the new Foundation request form to the Trustee Board.
- Discussion regarding 100th party funding and reimbursement.
- Discussion about moving money held by the Foundation to Friends.
- Motion by Jessica to get Trustee money from Foundation and move it to Friends; seconded by Christine. Karen and Linda recused. Passed unanimously.
- Venessa will communicate with the Foundation regarding the request and vote to move funds.

7. Reports – Director & Staff

- Summer reading excitement.
- Sustainable library cards replacing plastic cards.
- Roof project – no more asbestos.
- Training substitutes.
- Looking for a new youth assistant librarian.

8. Work Groups –

100th Planning

- July party planning.
- SignUp Genius with volunteer time slots.
- Food and drinks.
- Games, face painting, bubbles.

Sustainability

- Alex C is waiting for direction from Hannah.

Mentoring

- Venessa created an onboarding document draft.
- Discussion of edits.
- Document to remain live and updated as needed.
- Continue discussion at future meeting.

9. Old Business

Nonprofit policy – ratify May vote.

- Friends' recognition: Board ratified recognition of Friends. Motion by Alex, seconded by Venessa. Karen recused. Passed unanimously.
- Foundation recognition: Board ratified decision not to recognize Foundation. Motion by Alex, seconded by Jess. Karen and Linda recused. Passed unanimously.

10. New Business

Retirement gift for Erna.

- Motion by Sheila to provide a \$100 gift card for Erna; seconded by Venessa. Passed unanimously.

11. Adjournment

- Motion to adjourn by Sheila; seconded by Venessa. Passed unanimously at 8:40 PM.