

Library Board of Trustees Meeting Minutes

Date: January 21, 2026

Time: 7:06 PM

Location: Library Meeting Room

Attendance

Julia Nee, Director

Stephanie Ciciotti, Chair

Erin Columbare

Sharon Stearns

Erin Petti

Call to Order

The meeting was called to order at 7:06 PM by the Chair. The meeting was recorded for the purpose of accurate minute-taking.

Friends of the Library Report

The Friends of the Library reported that the 2026 membership drive is underway. Upcoming and potential fundraisers include a spring basket raffle (to be confirmed), the Spring Book Sale scheduled for April 26, 2026, a custom library t-shirt sale, the return of the Trim-a-Tree fundraiser, and the annual holiday ornament sale. The Friends also received Cultural Council funding to support the museum pass program.

Foundation Report

The Foundation continues to work with architects on the library expansion project. Cost estimates remain higher than initially projected at approximately \$1.8 million; however, no reductions in square footage or design changes are planned. The project is tentatively on track for bidding to begin in February 2026, with construction potentially starting later in 2026. Questions regarding required approvals and signatures will be clarified with the Town Manager.

Approval of Minutes

Move to accept 12/10/25 minutes Sharon, seconded by Erin C.

Move to accept 12/17/25 minutes Erin C., seconded by Sharon

Youth Services Report

The Youth Services Librarian reported on ongoing programming, outreach, and collection activity for children and teens. Programs continue to see strong attendance, and staff are preparing for upcoming seasonal programming. Youth collections are being actively maintained, with new materials added and outdated items withdrawn as needed.

Motion to accept, Erin C, seconded by Erin P. Motion passed unanimously.

Adult / Reference Services Report

The Adult and Reference Services Librarian reported on adult programming, reference services, and collection maintenance. Staff continue to support patrons with research assistance, technology help, and readers' advisory. Adult programming and displays remain an important tool for community engagement.

Motion to accept, Sharon, seconded by Erin P. Motion passed unanimously.

Director Report

The Director presented the 2025 Library Infographic highlighting increased usage, including 88,372 visitors, 43,875 digital material downloads, 740 meeting room uses, and 688 museum pass uses. The infographic is currently on display in the library and will be made available online in an accessible format.

Motion to accept, Sharon, seconded by Erin C. Motion passed unanimously.

Financial Report

The Director reviewed the financial report and explained ongoing reconciliation issues due to changes in Town Hall billing procedures and account adjustments. Bills have been paid, and discrepancies are being addressed.

Motion to accept by Sharon, seconded by Erin P. The motion passed unanimously.

Building and Facilities Updates

Roof replacement remains scheduled for March 2026, weather permitting. Sprinkler and fire extinguisher inspections were completed, with minor follow-up work planned. Discussions continue with the Town Manager regarding custodial staffing for the library.

New Business

The Director presented a proposal to install a secured, unmarked book and media donation bin for staff use, to assist with withdrawn materials and overflow donations. After discussion, the Board expressed support contingent upon confirmation that the bin placement will not interfere with building utilities or access.

Motion to approve book bins pending discussion with the Town Manager – Erin C., seconded by Stephanie C.

Policy Review

Volunteer policy amended and approved.

Motion to approve amended policy, Stephanie C., seconded by Erin C. The policy passed unanimously.

The Director introduced a draft Collection Development and Management Policy, which includes updated language, a new section on displays, and a revised Request for Reconsideration process. The policy was presented for review and discussion only; no vote was taken. Trustees will continue review at a future meeting.

Adjournment

The meeting was adjourned by the Chair at 8:41 PM.