

Lowell Community Library  
Library Trustee Meeting  
August 15, 2025

Trustees/Librarian Present: Debbie Manning, Faye Starr, Brandie Cochran (via facetime), Jenn Higgins, Adeline Larose

Absent: Katherine Pion

1. Call to order: 5:00
2. Any additions/deletions/changes to today's agenda? NA
3. Review of Minutes from previous meeting: To comply with the Open Meeting law, we need to amend the minutes to reflect the name of the Townsperson who shared concerns, Gina Arel.
4. Treasurer's Report: Spending to date was reviewed. We noticed an expense of \$192.42 for "Computer Support". Lowell town's computer system was hacked in May, and all computers needed to be secured including the library computer. Trustees were all dismayed that we were not told about the hack or the expense taken from our budget in May 2025, though we recognize that our computer needs to be protected too. We have spent \$588.06 for books to date, with so many books that have been donated! We are all very thankful for the generosity of folks from Lowell as well as neighboring libraries. For salaries, we are at \$3965.79 with \$6500 budgeted and are over half-way through the year. We will need to dip into funds from the carry-over monies (from previous years).
5. Librarian's Report: Adeline has generated ideas for 6 Raffle Baskets for our fundraiser and has started collecting items. She is working on a visual of each basket so as we all sell tickets, we can share what the options are. Adeline is also working on the fall calendar of events and reminded Trustees we need to plan for adult programming soon so events can be added to the calendar. She discussed spending structures of other libraries nearby and wonders why some are set up, so the purchasing is more direct, not having to go through the Town Clerk's office. Jenn is attending an online training for Trustees on 9/3 and will hopefully learn more about the process.
6. Old Business: NA
7. New Business: Folkfest: Trustees do want to be present at Folkfest on 9/20. We plan to have our Raffle items on display and sell tickets and have books out for kids. The library will be represented in the parade; kids who want to participate will dress as their favorite book character.  
Keys for Trustees: Debbie volunteered to get copies made for us.  
Subs for Adeline: There are three potential candidates, we agreed to have trustees who are available for interview before our next meeting on 8/26. Debbie agreed to set up the interviews once she has the contact info for the candidates.  
Review of raffle items/collecting donations: Faye secured one-half gallon of maple syrup, We have many duplicate books we can put in baskets with other items. Jenn will donate. A quilt, D Pion will donate mulch again, and we generated a list of who to ask.
8. Meeting Adjourned at: 6:15

Notes respectfully submitted by Jenn Higgins, next meeting 8/26/25.