

Lowell Community Library  
Library Trustee Meeting  
August 26, 2025

Trustees/Librarian Present: Brandie Cochran, Faye Starr, Jenn Higgins, Adeline Larose  
Absent: Katherine Pion, Debbie Manning

1. Call to order: 5:30
2. Any additions/deletions/changes to today's agenda? NA
3. Review of Minutes from previous meeting: approved.
4. Treasurer's Report: Faye asked about the fee for upgrading the library computer and was told it was required building wide to secure all computers.
5. Librarian's Report: Adeline shared "Donation Receipts" she developed for our fundraiser. Please fill out for donors and a copy for our records. We need to confirm with FOLK our need for table, participation in parade, etc. - Brandie did so as we were meeting. Some grants Adeline is reviewing require specific budget information, we looked at the latest town report and our budget is laid out as required there. Wondered if we are open on Veterans' Day - responded that no we are not.
6. Old Business: Keys for Trustees: Jenn secured and shared.  
Raffle/fundraising: Brandie has secured a \$50 gift card from Snake and Apple and will ask Jenna's Promise and Eden General for a donation. Adeline has secured a Pony Lesson from Tiffany (?) and horse books to go along with it. Duplicate books are organized and ready to add to baskets. Jenn has secured mulch from the Pion's, will get gloves and seeds to go with it, and will ask Tetreault's if they can donate a tree again, and ask the Junction Restaurant. Debbie or Brandie will seek a wreath. We still need: baskets, to find tickets, have jars/some way to organize tickets by basket choice, pictures of raffle options.  
Adult Programming: Jenn will ask the folks at Berry Creek about "how to put your garden to bed" for the winter, Brandie will ask if she can share a PowerPoint on "how to make natural home cleaning/eating/products from safe products at home.
7. New Business: Substitute hiring: Michaela Dizazzo was interviewed, offered, and accepted the job for substitute position. She has keys now, as she will continue to offer the Writing Group at the library.
8. Signs for library being open: Trustees agreed to purchasing two neon "Open" signs to put in the library windows.
9. Change in phone: Faye will check to see how much money we are saving now that there is no landline charge (cancelled as folks were not using it).
10. Meeting Adjourned at: 6:05

\*\*Upcoming meetings/events: meeting 5:30 on 10/14/25; bake sale? /Sell raffle tickets on Election Day 11/4, meeting 5:30 on 11/18

Notes respectfully submitted by Jenn Higgins