

Lowell Community Library
Library Trustee Meeting
February 10, 2026

Trustees/Librarian Present: Debbie Manning, Faye Starr, McKenna Blay, Jenn Higgins, Katherine Pion, Adeline Larose Absent: NA

1. Call to order: 4:05
2. Any additions/deletions/changes to today's agenda? The Westfield Library Director, Jennifer, joined us at the end of our meeting for question/answer session.
3. Review of Minutes from previous meeting: Approved
4. Treasurer's Report: NA
5. Librarian's Report: Adeline has worked out subs needed for planned absences coming up and has developed and typed "Substitute Clerk Instructions" for reference. Adeline raised the issue of our hours, wondering if we need to adjust when we are open so more folks can access the library. Much discussion of traffic in/out, seasonal changes in patron use, etc. We will seek input from townspeople and continue this discussion in the future.
6. Old Business: Review Trustee Bylaws: several members have not had a chance to read these, tabled until next time.
7. New Business: Grant Possibilities: McKenna will research what we may be able to apply for, Jenn has started working on the Summer Programming Grant application, which is due 2/23. Friends of Library: we know a group like this is a great source of funds, but do not know how to establish/if we should establish, etc. Debbie will learn more and report next time. Town Meeting: last time, trustees agreed to have a bake sale to raise funds again this year at Town Meeting. McKenna: supply drinks (not duplicating what FOLK has available), Katherine: bread, Jenn: muffins, Faye: her sister's cookies. We will review/update responsibilities next week, 2/17/26. Input from Jennifer of Hitchcock Library - she recommended: a) being sure we are on the list servers from the Dept. of Libraries and on the list for regional library meetings. There are specific groups for trustees as well as directors; b) we contact Josh Muse at the Dept. for help with filling out the annual survey, due 2/23 with extension until 3/10 if requested; c) Westfield was able to upgrade lights, etc. with a MERP Grant (Municipal Energy Resilience Program); d) Internet in Westfield is through Comcast set up through Town office; e) noted in Westfield there is a formal agreement between Town Select Board and Library staff; f) discussed inter-library loan of books - we can participate but others cannot borrow from us as info from our Libib is not accessible to others. We need to consider cost of mailing back or using Courier, which has a yearly fee. (There is a grant for the Courier program which pays half of the yearly cost); g) discussed scheduling/participation in specific activities - Westfield also struggles with timing (weekends seem best for special activities), interest/participation varies greatly as does ours, suggests collaborating with nearby Libraries to avoid duplication and scheduling conflicts, h) the Capitol Projects Grant (up to \$50,000) application is open until 3/31. Possible barrier for our application is requirement the Library is open at least 14 hours/week, we need to learn more and discuss this next time.
8. Meeting Adjourned at: 5:00, next meeting 2/17/26 at 4:00.

Notes respectfully submitted by Jenn Higgins