



Alice M. Ward Memorial Library Board of Trustees
Minutes
April 1, 2026

I. Open Meeting:

The 04/01/2026 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 4:02 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Kathy Smith, Sharon Belleville, Gana Carr, Shellie Bresnahan, Melissa Sheridan, Ron King.
Guests: Dillon Begin, Alan Leigh

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Kathy to approve 02/04/2026 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Dormers need repairs and paint. Exterior needs to be repainted. Front porch deck needs to be repainted. Tabled for now as we focus on the carriage house project.

VII. Budget Review:

A motion was made by Kathy and seconded by Gana to approve the financials as presented. Approved by unanimous vote. (Note: March financials were extrapolated as the town report was not yet available.)

VIII. Policy/Bylaw Review:

None.

Melissa is working on a Library Director Handbook. The handbook will be a resource for Melissa as she standardizes her processes, and for future directors who step into the position.

IX. Library Activity:

Ten new library cards were issued.

Patron list updated- 800 patrons.

The Tiny Art Show received 67 entries. It was on display in the library and was featured in the Colebrook Chronicle.

The library enjoyed visits from the 1st, 2nd, and 3rd grade Canaan Elementary classes. The students enjoyed story time and had the opportunity to sign up for library cards.

Blake Johnsen kindly donated time and expertise, setting up two computers and completing several tech updates needed for the library. The scanner/copier/printer in the office is still not functioning well. It is old and repairs plus the cost of ink for the brand makes replacement look like a better option. Printers are smaller and more efficient than the one in question. Melissa will investigate replacement options and costs.

Melissa continues to learn the many aspects of her role with assistance from Ron in many day-to-day operations and ongoing support from Cindy. She has also been attending webinars covering many subjects including strategic planning, technology, summer reading programs, and more. Additionally, she has participated in her first Essex/Orleans County directors meeting (via zoom) and has begun the process to receive her Library Director Certification.

X. Ongoing/Future Goals:

Continuing Carriage House Project. Note: Bids were received from two contractors. Due to increasing costs, the project must be revised. Due to the time constraints/grant requirements, trustees have requested that the selectboard meet regarding having a rework of the original proposals rather than restarting the process with a new RFP. Starting over at this point would likely cause the project completion to extend beyond the required completion timeline. That meeting will occur on 04/07/2026.

XI. Other Business:

A request was received from NEKCA to use the library for the purpose of the Children's Play Group this spring/summer. Trustees discussed and at this time will decline to hold playgroup as the coming construction traffic and activities will make the space more hectic and less conducive to the program. May be revisited after the project has been completed.

Dillon Begin and Alan Leigh from the Canaan Selectboard sat in on the meeting for a while to listen to the discussion regarding the carriage house project. The trustees were pleased to have them join and to have the opportunity to share with them details regarding the grants that are funding the project as well as details of the renovation plans. Trustees will attend the Selectboard meeting on 04/07 regarding the necessary revisions to the project scope due to rising costs and consideration of scope revision vs. beginning the RFP process from scratch.

XII. Adjournment:

A motion was made by Kathy and seconded by Sharon to adjourn the 04/01/26 AWML Trustees meeting. Meeting adjourned at 5:00 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 05/06/26.