



Alice M. Ward Memorial Library Board of Trustees
Meeting Minutes
August 12, 2026

I. Open Meeting:

The 08/12/2026 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 11:10 am by Nancy Petro.

II. Attendees:

Nancy Petro, Kathy Smith, Gana Carr, Shellie Bresnahan, Sharon Belleville, Melissa Sheridan

III. Approval of Minutes from Previous Meeting:

Motion to approve minutes from the 7/1/26 trustee meeting was made by Kathy and seconded by Gana. Passed unanimously.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

None

VI. Building Maintenance/Concerns:

Carriage House renovations are officially underway! Much has been accomplished already, including adding cement footers and support posts in the basement for the floor above and electrical rough in. Many wall studs are also in place and new stairs to the basement are complete.

There is a porch column in need of repair due to wood rot. Jacques has evaluated the column and has a plan for repair.

An inquiry needs to be made to the Vt Preservation Trust regarding dormer repairs, roof, and paint for the porch decking to ensure we remain within guidelines as we seek quotes for those jobs.

Presidential Pest Control will be contacted by Shellie regarding the powderpost beetles in the carriage house. (Note: follow-up- Presidential Pest Control advised that the beetles are not an issue as they are only destructive at humidity levels >60% which should not be an issue going forward. If the issue does reappear, they can be treated after renovations are completed. Another issue found was the presence of carpenter ants, probably coming from rotting clapboards. Advised rechecking in the spring and treat if needed then.

VII. Budget Review:

YTD financials reviewed. A couple of formulas were noted to be incorrect- making some YTD expenditures show the wrong percentage of the annual budget spent. Kathy made a motion to approve the financials with the stipulation that those formulas be corrected. Gana seconded the motion. Passed unanimously.

A Line of Credit has been approved for use during the renovation process. The credit line will be used to pay contractor bills- then paid back when grant reimbursement checks are received.

A donation was received from the Vermont Community Foundation.

VIII. Policy/Bylaw Review:

None

IX. Library Activity:

New printer has been installed in Melissa's office and is working well. This printer has Wi-Fi capabilities so that patrons can print documents from their own phones, laptops, etc. Additionally, a Wi-Fi booster that we had on hand was installed in the office to improve connectivity there.

Reorganization and cleaning have been underway as Melissa is continuously working on logistics to keep the library functioning smoothly as renovations are occurring. This has included moving some of the bookshelves as construction activity will include the doorway from the library to the carriage house.

Summer reading program is going well with several area youth participants.

Dino Dig Creations was hosted by Michelle Johnsen on July 8th at the library. Participants created dinosaurs and backdrops. The program was engaging and creative.

The Vermont Historical Society program "You Be The Historian" was attended by eight children who had the opportunity to explore artifacts and learn about life in the 1880s.

Pre-K groups visited the library two times for story time with 10 – 12 participants each time.

The children's area has been refreshed with new book facings throughout, as well as interactive tear-off sheets for kids being hung up- a fun addition for the youth.

VINS will be presenting on 8/28 at the Canaan Schools gymnasium. This year's presentation ties in with the summer reading program. Flyers have been distributed and there will be an ad in the Chronicle.

X. Ongoing/Future Goals:

Continuing Carriage House Project

XI. Other Business:

To keep things moving with the renovations, Nancy made a motion to appoint Gana and Kathy as the contacts authorized to approve change orders for the project. This authorization is for change orders, up to \$3500. Any change orders needed for more than that amount will require approval by a vote of the full board of trustees. Shellie seconded the motion. Passed unanimously. (note: the attorney general will be contacted to inquire as to whether this type of decision- related directly to the renovations budget- can be voted on by email without violating the Open Meeting Law).

Tillotson Grant applications discussed. The next application review for the “local” grant, up to \$20,000, is January 2027. The larger grant, up to \$100,000, can be applied for at any time. For that application we will need details and prices for what we wish to purchase (such as new furniture for the new space).

XII. Adjournment:

A motion was made by Kathy to adjourn the 08/12/26 AWML Trustees meeting. Meeting adjourned at 12:07 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 9/2/2026.