

## Berkley Public Library Trustees Meeting Minutes

January 13<sup>th</sup>, 2026

ATTENDING: Paula Dugan, Chairperson; Megan Silva, Trustee; Dean Larabee, Trustee; Carol Buote, Director; Emily Taylor, Secretary, Cathy Charette, President of the Friends of the Library, Matt Chabot, Town Administrator

BILLS: Bills were reviewed and signed.

CALL TO ORDER: Call to order at 7:16 PM.

NEXT MEETING DATE: Next meeting is scheduled for Tuesday, February 10<sup>th</sup>, 2026, at 7:15 PM.

BUDGET DISCUSSION: Concerns that Director Carol Buote has regarding library accounts were discussed with Town Administrator Matt Chabot. One main concern was the donations account where deposits were missing. It was discussed that an audit will work to clean up FY 25 accounts and deposits. More communication will be had between Town Hall and the Library. Trustee Dean Larabee suggested the date of March 10<sup>th</sup> for a finalized FY 25 audit. April 14<sup>th</sup> was discussed as well. It was decided that the library would receive the results of the audit by April 14<sup>th</sup>, 2026.

MINUTES OF PAST MEETING: December minutes were read and accepted into the record.

CHILDREN'S LIBRARIAN REPORT: Total attendance in December was 866. Attendance excluding Lights On was 243. There were 14 programs held in December with an average of 19 participants per program. This is an increase of roughly 7 participants per program from November. Winter Reading is running from January 1<sup>st</sup> to February 14<sup>th</sup>. There will be special prizes and giveaways for completion of reading. There will be an "End of Program" celebration from February 17<sup>th</sup> to the 21<sup>st</sup> (February vacation week) to celebrate the end of the program. Summer Reading materials have been ordered and will be received by April 1<sup>st</sup>. Jenni proposed a tentative idea for a children's community project of planting a vegetable trellis. A location has not been chosen for the trellis yet. A planter box was also a proposed idea as well.

DIRECTOR'S REPORT: The Director's Report for the period of December 9<sup>th</sup>, 2025, to January 13<sup>th</sup>, 2026 was discussed. January book club discussed *How Lucky* by Will Leitch. The February book choice is *The Winter People* by Jennifer McMahon. Noelle put together an Adult Winter Reading program that will run from January 1<sup>st</sup> to February 14<sup>th</sup> to run in tandem with the children's reading program. The library signed up for the 2026 MA Center for the Book reading challenge. Noella cataloged and set up the zine collection, making the library the only SAILS library with a zine collection. Jenni attended a SAILS Youth Services training course and found it helpful. Director Carol Buote attended various meetings. She is also working on a library FY 27 budget with a 6% reduction. Ingram is behind on shipping. Carol is still working with Town Hall on fixing Donations and State Aid accounts. Carol also worked with CHA and CBT to complete and submit the Library Construction grant application. At the end of the 2<sup>nd</sup> quarter, the library has expended 49% of their personnel budget and 71.34% of their non-personnel budget. The library has also expended \$4,380.74 from the state aid account and \$1,110.35 from the donations account. They have expended \$15,299.51 on materials with a requirement of spending \$33,114 by fiscal year end for certification. A FY 27 budget including a 6% reduction was discussed. Carol is meeting with Matt Chabot on January 15<sup>th</sup> to discuss the budget. It was decided to review the budget and decide later.

FRIENDS OF THE LIBRARY REPORT: Friends met on 12/17 with six members in attendance. The shed was delivered on 12/16 and made a little over \$80 in two weeks. Matching fund drive brought \$27,000. Bench for Carla Lyman is on hold as Town Hall already has a bench with a plaque. Friends' meetings will now be bimonthly with monthly communications via email. Brainstorming one large fundraiser than

small ones throughout the year. Friends have been assigned August and October for bottles and cans at the transfer station. Public had to be reminded that the donation shed is ONLY for clothing and not toys or homeware. If this continues, the shed will be removed. The truck picks up donations on Mondays.

**BUILDING COMMITTEE UPDATE:** Application was successfully submitted. The final report is in progress. The library is wait-listed and will most likely be reviewed towards the end of the application process.

**POLICY REVIEW:** Minimal grammatical changes were made to the cellphone policy. It was decided the policy was still relevant. Trustee Dean Larabee made a motion to review the policy; it will be accepted at the next meeting. The next policy to be reviewed is the closure of the library. It was last approved in 2019.

**PUBLIC INPUT:** No public input.

**PAST BUSINESS:** Thank you notes to the Highway Department will be written by Trustee Dean Larabee and Secretary Emily Taylor.

**CORRESPONDANCE:** The library received communication about campaign finance to be signed by trustees. A financial interest disclosure form was received from Town Hall which Carol signed and Paula completed. This form acknowledges the possible conflict that arises when Department Heads work with budgets that include their own salaries. Bills were reviewed and signed. Town Administrator sent over a list of key budget meeting dates.

**ADDITIONAL BUSINESS:** Trustee Dean Larabee proposed the director review for the February meeting.

Adjourned at 8:13 PM.

RESPECTFULLY SUBMITTED,

Emily Taylor, Secretary