Draft Davies Memorial Library Trustee Meeting Minutes

Location: Davies Memorial Library

Date: Wednesday November 11, 2026 at 6:30

The mission of the Davies Memorial Library is to offer diverse and enriching literacy opportunities to inspire life-long learning in our community.

Call to Order: Mikey called to order at 6:30

Attendance: Mikey, Jeremy, Colleen, Robin, Sarah, Mary Jo, Carrie, Priscilla Foster

Approve Minutes from October 2026: Oct 2026 DML.docx Colleen made a motion, Jeremy seconded the motion. DML board voted and it was approved.

Additions or changes to the Agenda: Stephanie Maynard

Public Comment: Priscilla Martin DML ornament & guest book

Directors Report: Director Report-October/November 2026

Following recent training, Sarah is reviewing DML policies and may make suggestions for policies in the upcoming meetings.

The folding picnic table needs to be move, help needed.

Financial Report: Financial Statements-November 2026.pdf

Old Business:

1. HUD grant: DML was awarded the grant for bathroom and accessibility . Sarah is working with the town collaboratively because the grant used the town's EIN number. DML will need volunteers to move books before construction starts. Sarah is attending an informational meeting tomorrow on zoom with the administrator of the grant Department of Libraries.
2. 8th grade project: Colleen will follow up and contact Jeremy Ross ASAP about light and raised garden projects
3. Collaboration with Taylor: Sarah submitted a letter of collaboration to Taylor.

New business:

1. Vacant DML trustee position: continue to search
2. 2027 budget: Mary Jo (treasurer), Kim Willey (bookkeeper) and Sarah are meeting at 10:00 on Tuesday to build a 2027 budget. They will use last year's budget and update as needed . DML will need a special meeting to have the board approve the budget prior to submitting information to the town. The budget information needs to be shared with the town by Dec 14. The budget approval meeting will be next week on Wednesday November 18th at 6:30. Book and bake sale income: Sarah asked a question about the nook and bake sale income. She wondered what amount is projected? The current budget had 850 and the board thought this year should be 500. The donation projected income for 2026 was 1350, and the board thought that 1350 for 2027 was reasonable. Sarah wondered if donation and fundraising should be bundled together as income for the 2027 budget: the board decided to keep those separated. There was clarification block party is a community event versus a fundraising event.
   Fundraising goal?
3. DML ornament: Pricilla shared a sample of the DML 2026 ornament that cost $8 to make if she buys material (6 if library buys material). Pictures of a guest book were shared. Pricilla would like to donate the guest book to DML and she could have it completed by spring. There was a motion made by Colleen to have 20 ornaments made and sold for $20. All board members were in favor.
4. Winter library programming ideas (Sarah)
   In the past, Caroline led a winter swag making evening, tree with DML donations, gardening using milk crates, and game nights. A trivia night: committee was formed to plan dates, themes, and start. Carrie shared that she could lead a soup/smoothie making event. The board liked the idea of making mason jar soup. Robin suggested having the event make 1 to take make one for the community fridge. Carrie will work with Sarah for planning of the event. Sarah was considering putting a survey on how to use the library space on front porch forum to get feedback from the community.
5. Stephanie Maynard, NEK Catering LLC; 2027 Block Party? DML board will revisit this offer in January 2027 when they begin to build the block party plans.

Next Meeting: Special Meeting for budget approval on Wednesday Nov 18th at 6:30; Next board meeting on Wednesday December 9th 6:30 : approve Nov minutes, Director's Report, Financial Report, HUD grant, Waterford 8th grade project, Collaboration with Taylor, Trustee Positions, DML ornament, Winter Programming.

Adjournment:
7:35 Colleen made the motion to adjourn the meeting, Robin seconded the motion. All were in favor.