

Cobleigh Public Library Trustees' Meeting Minutes

Date: 11/19/25

Meeting called to order at 5:37 pm

Attending:

Kaitlin Wood, Director; Trustees: Sylvia Dodge; Paula Pearce, Treasurer; Jessica Simpson, President; Bruce Starbuck; Mary Thomas, Secretary; Dorothy Allard, President of the Friends of Cobleigh Library; and Colleen Lariviere, Bookmobile Librarian

Minutes: Sylvia motioned to approve minutes of the October meeting, Bruce seconded.

⑩ Motion passed.

Bookmobile Discussion

⑩ Kaitlin has applied to Manton Foundation for \$75,000 in late October for funds to purchase an electric bookmobile. She hopes to have an answer by December, 2025.

⑩ We reviewed Bruce's comparison sheet of different van options, which was very helpful.

⑩ Considerations for new van:

⑩ Front wheel drive versus rear wheel drive.

⑩ Cost of outfitting the inside with shelves, carpeting, etc. The Library in Maine spent approx. \$45,000 to do this, which included wrapping the outside of the van. Chuck Guest provided carpeting for the current van and may be willing to do so again.

⑩ Placement of door: side door or back door. Back door would allow for more shelving space inside van.

⑩ Layout inside the van – it needs to be open from front to back.

⑩ Charging costs – we have a pledge from RCT that they would allow the library to use their charging station free of charge, and also provide a locked overnight parking place for the van. This could save the library approximately \$1,000/year in charging costs.

⑩ Adapter connection – we need to check that the van has the appropriate type of adapter for the charging station at RCT.

⑩ Battery life.

⑩ Heating inside van, as children often come inside to read and choose books.

⑩ Painting of outside of van. Should we entertain proposals or just go with the person who did the current van.

⑩ Starlink installation on top of van.

⑩ Range of operation when fully charged: this can change dramatically from summer to winter.

⑩ Delivery time after order is placed.

⑩ **Colleen left at 6:15 after discussion ended.**

Friends' Report – presented by Dorothy Allard

⑩ **Two meetings since trustees last met: One for By-laws discussion and one to review Book Sale.**

Friends' By-laws: a proposal will be made to the Friends to bring the by-laws up to date.

⑩ **Book sale:** The Friends discussed two things that may have effected the outcome of the Book sale:

⑩ moving from the Municipal Building gym to upstairs in the library, which dramatically reduced the preparation time for the sale, and

Cobleigh Public Library Trustees' Meeting Minutes 11/19/25, p. 2

- ⑩ charging \$1 for both soft cover and hard cover books. They are considering reinstating the \$2 charge for hard covers for the next book sale.
- ⑩ **Dorothy left the meeting at 6:30.**

Treasurer's Report – presented by Paula Pearce

- ⑩ Endowment funds are all up, compared to November, 2024. Endowments stand at \$681,6434.
- ⑩ Paula gave estimated figures for the 2026 budget, depending on the take-down percentages.
- ⑩ Paula will check with Joe LeClair to discuss possible changes to how the biggest fund (Dr. Copeland fund) is allocated.
- ⑩ The budget is in good shape for 2025, and we should end the year on the positive side.

Director's Report – presented by Kaitlin Wood

- ⑩ **Circulation** for October: 3,018. A breakdown was provided.
- ⑩ **Patrons** using library in October was 1,452, an increase over last month.
- ⑩ **Computer/network use:** 195 patrons used the computers in October.
- ⑩ **Weekly programming:** There is some kind of program being presented every day. A complete list is available on the website at: cobleighlibrary.org
- ⑩ **Special Programs:**
 - Nov. 21 at 11:30 and Dec. 19 for families – Ed Morgan, *The "Music Man"*
 - Nov 25 at 11:00 am, Occasional Book Club book is *Wuthering Heights*, 17 people have signed up
 - Nov. 29 at 9:00, "Great Puzzle Race"
 - Dec 6 at 10:00, St Johnsbury Academy robotics team will host a STEM/Robotics workshop for kids
 - Dec. 17 at 10:30, Kingdom Mountain Dulcimers will perform.
- ⑩ **Overdue books:** Gretchen has been calling patrons who are listed as having overdue books to determine if they are still available to be returned, or are lost.
- ⑩ **Volunteers from Vermont State College** assisted with mailing annual appeal letters.
- ⑩ **Grants**
- ⑩ **Journal Grant Application** \$686 was approved to cover costs for our Inter-library Loan Program.
- ⑩ **New LED lighting** will be installed. Costs will be covered by a MERPA grant.
- ⑩ **Friends funding:** Kaitlyn will request funds from the Friends to cover the cost of 3 programs: Starlink, ASL instruction, Kanopy. She will provide a video to the Friends to explain the programs,
- ⑩ **New Trustee:** When we have a candidate, we will need to get 30 petition signatures by Jan 25 at 5:00 pm
- ⑩ **Library's hours** will change on January 4th, 2026, to increase Monday's hours to 10:00 to 4:00 pm.
-

V

C

Monthly Order Sheets: Trustees signed sheets for November.

Old Business

- ⑩ **Round Hill Security (now MEI Electrical) Update:** They have stopped charging us for a service they no longer provide.

⑩ **Bookmobile Financial Account Update** Paula will talk to Joe about drawing from Edith Bell Brown account to bringing the account up to a more reasonable level for 2026. **Cobleigh Public Library Trustees' Meeting Minutes 11/19/25, p. 3**

⑩ **Annual Appeal and Appropriation Letters.** These are in the process of being mailed. Copies of the letters were provided.

New Business

⑩ **ALS instruction** – funding for this will be requested from the Friends.

⑩ **2026 Budget** – A preliminary copy was provided. Some items are still to be determined, including the take-down percentage.

⑩ Meeting day and time. Jess Simpson will explore this subject by e-mail.

Next Meeting and Adjournment

⑩ December 17th (3rd Wednesday) 5:30 pm. Bruce and Mary will not be able to attend.

⑩ Mary motioned to adjourn at 7:22 pm., Jess seconded. Motion approved..

Lib Min 11.21.25

Respectfully submitted by Mary Thomas