

## **Bethlehem Public Library Trustee Minutes | October 20, 2025**

Members Present: Douglass Harman, Nora Clark, Len Grubbs, Stephen Dignazio, Barbara Szeidler, and Melissa Smith

Absent: Sally Syren, Sara Plumey and Lisa Ffrench

Librarian Present: Laura Clerkin

Public Present: None

Meeting commenced at 6:57pm

### **Meeting Minutes**

Barbara made a motion to accept the September minutes as written. Nora seconded. The motion passed.

### **Treasurer's Report**

The September report shows \$2,700 over budget. This amount is not a true reflection, as the library will receive a reimbursement for the parking lot expense. Overall, the budget remains in good standing at this point in the year. Nora made a motion to accept the Treasurer's report, second by Stephen. The motion passed.

### **Old Business**

None

### **New Business**

None

### **Committees**

HR - None

Building and Grounds - None

Finance - An anonymous donation of \$20,000 was received, with the condition that the funds be used toward the new pavilion project. Len moved to accept the donation, and Barbara seconded. The motion passed unanimously.

The board discussed the layout and placement of the pavilion, focusing on identifying the most cost-effective and functional arrangement for its anticipated uses. As a courtesy, Laura is planning to meet with the planning board to discuss the pavilion plans.

Bylaws and Policies - None

Technology - None

### **Librarian's Report**

Laura initiated a discussion regarding potential safety concerns and the use of personal emails and devices for library trustee business, as opposed to designated library accounts. The board determined that the risk is minimal, given that meetings and meeting minutes are public and posted on the library's website.

Kami proposed adding a Spanish version of the U.S. Constitution to the library catalog. She also suggested including informational inserts with resources on immigration services and guidance for interactions with ICE. The board held a brief discussion and agreed to catalog the Spanish Constitution booklet but decided not to include the inserts in an effort to remain neutral on such matters.

Laura provided the board with an update on upcoming library events. The brewing program was canceled and will not be rescheduled. Storytime attendance has been low, and the library is exploring ways to increase participation. The possibility of offering Storytime as a monthly rather than weekly event was discussed.

Laura expressed concern regarding limited library parking during school events. The board agreed that it may be appropriate to remind the school to consider event scheduling to help alleviate parking challenges for library patrons.

Laura reported that Rebecca, the newly hired Library Associate, has been performing well over the past three months.

Laura proposed updating the library's hours for the Wednesday before Thanksgiving, Christmas Eve and New Year's Eve to 10:00 AM–4:00 PM. The board agreed unanimously.

### **2026 Budget Proposal**

The Finance Committee presented the preliminary 2026 budget to the board. It was noted that six line items remain pending, as the amounts will be determined by the town. The committee reviewed the items that reflect increases and discussed the reasons for those adjustments.

Len moved to accept the proposed 2026 budget as presented, with the understanding that revisions will be made once the town provides the final figures for the pending line items. Barbara seconded. All were in favor, and the motion passed.

Len made a motion to adjourn the meeting at 7:37pm. Barbara seconded. The motion passed unanimously.

Respectfully Submitted,  
Melissa Smith