



# West Fairlee Public Library

## Board of Trustees Meeting Minutes

February 9, 2026 | 5:35 PM – 7:31 PM

### 1. Call to Order

The meeting was called to order at 5:35 PM.

#### Attendees:

- John Raynor, Librarian
- Melanie Bacon, Trustee
- Jillian Hatch, Trustee
- Rebekah Cadwell, Trustee
- Sarah Molesworth, Trustee

### 2. Approval of January Meeting Minutes

The Board reviewed the January meeting minutes. All agreed to approve the minutes with the following corrections:

- Clarify the purpose of the \$3,000 payment.
- Correct spelling from "COHA" to "KOHA."
- Update the Summer Reading Program cost from \$2,000 to \$350.
- Replace vague terms (e.g., "Friday") with specific dates.

Sarah will forward the corrections to Caitlin for updating.

### 3. Librarian Report & Agenda Updates

No major additions to the agenda.

John reported that he continued organizing the library collection, visited the Fletcher Free Library in Burlington to access Foundation Directory Online, and identified approximately 50 grant-making organizations relevant to libraries.

### 4. Collection Organization & Space Utilization

The Board discussed shelving layout and accessibility considerations:

- Ensure adequate space between shelves for mobility and accessibility.



- Preference for double-sided shelves, no taller than approximately 5 feet (chest height).
- Use taller, single-sided shelving (up to 7 feet) along wall spaces.

## **5. Furniture & Grant Projects**

Explore options for custom-built bookshelves from local sources and measure library dimensions for proper fit.

Review shelving options from W.B. Mason, considering cost and long-term usability.

Discussed children's area flooring and seating options.

## **6. Proposed Hours of Operation**

Initial proposed hours:

- Wednesday: 3:00 PM – 5:00 PM
- Thursday: 5:00 PM – 8:00 PM
- Saturday: 10:00 AM – 12:00 PM

Hours may be adjusted based on community response.

## **7. Community Engagement & Communications**

Establish weekly office hours to gather public input and increase awareness.

Create and manage a new Facebook page.

Update the library website to improve outreach.

Organize a community event tied to a Spring Festival incorporating Easter and Earth Day themes.

## **8. Budget & Financial Planning**

Prepare clear justification for the proposed budget at the upcoming Town Meeting.

Provide data showing cost per \$1,000 of property value.

Explore benchmarking against comparable local libraries to illustrate typical operational budgets and services.

## **9. Goals Before March 7 (Soft Opening)**

- Complete final cleanup and reorganization.
- Secure necessary furniture, particularly bookshelves.
- Finalize and publicize operating hours.



- Prepare Town Meeting presentation materials.
- Ensure accessibility and safety compliance, especially regarding furniture placement.

## **10. Action Items**

- Rebekah: Confirm fire code requirements related to shelving placement.
- Jillian: Complete financial paperwork with Joe and follow up on grant documentation.
- Trustees: Explore establishing a Friends of the Library group to enhance grant eligibility.

## **11. Next Meeting**

March 9, 2026 – Review soft opening progress and finalize preparation for the town vote.

## **12. Adjournment**

The meeting was adjourned at 7:31 PM.

Respectfully submitted,

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Jillian Hatch, Trustee