

**MINUTES OF THE 6 April 2026 MEETING
OF THE COLCHESTER PUBLIC LIBRARY
BOARD OF TRUSTEES**

I. ACTION ITEMS

A. Call to order

President W. Utter called the regular meeting to order at 4:30 p.m.

B. Roll call/Determination of Quorum

Trustees present: Nancy Altenbern, Steve Altenbern, Craig Rigg, Nicole Weaver. Trustees absent: A. Bennett, E. Bennett. Also present was Library Director Debbie Sullivan.

C. Approval of Agenda

D. Review/Approve Minutes of Previous Meeting

N. Altenbern/N. Weaver moved to approve the minutes of the 2 March 2026 meeting. Motion carried.

E. Treasurer's Report

S. Altenbern presented a report showing income of \$221.55 against expenses of \$8,813.76. Of those expenses, \$4,391.11 includes Technology Grant for website maintenance for the next three years. C.Rigg/N.Weaver moved acceptance of report. Motion carried.

F. Summer Reading Staff

Four sessions will be held with Nicole Weaver conducting at \$18 (up to \$20) an hour. C. Rigg/S. Altenbern move Weaver's appointing to the staff.

II. DISCUSSION ITEMS

A. Advocacy Minute

1. Concerning the upcoming ZIP Code day, the Library will be the recipient of any funds left over. A quilt raffle will be held with tickets for \$5 with only 200 tickets being available. The drawing will be held on 6-23-26. Christa Davis's "Plum Relaxing" will be sponsoring the Quincy Children's Museum activity. CABA will be sponsoring Old Timer games. A jam session will be available for all interested musicians during the activity. Food trucks will be available. An overhead photo of the collective group will be held at 6:23 p.m. A special postmark and postcard will be available at the Post Office that day. Plans call for 62326 flags to be displayed at four locations.
2. Labor Day 2026 — Details are yet to be determined, but the annual book sale at Wanda Utter's will likely be held that weekend.

III. INFORMATIONAL ITEMS

A. Recognition of Visitors — None

B. Committee Reports

1. Finance (S. Altenbern) — No report
2. Building and Grounds (Rigg) — The bathroom rebuild is currently underway with Hollister's submitting a bid of \$3,483.15 for a new vanity, sink, faucet, and on-demand water heater as well as a new commode. Price includes all electrical and plumbing services. Jeff Hardy (Jeff-of-all-Trades) will be cutting a new entrance and installing a new door into the bathroom.
3. Policy (Rigg) — The Volunteer Policy will need to be reworked.
4. Stephen L. Roth Trust Fund (E. Bennett) — No report
5. Special Events (N. Altenbern) — See ZIP Code day above II.A.1.
6. Juvenile Programs (Weaver) — Nothing new on the bowling event. It will possibly be held

April 17, but the date still needs to be confirmed.

7. Fundraising (A. Bennett) — Mention was made of the quilt for ZIP Code day.

8. Bylaws (Rigg) — No report

C. President's Report — No report

D. Library Director's Report

1. Statistics — Director Sullivan presented monthly statistics

2. Grants

a. My Library Is ... — This grant covering graphic novels and STEM materials has been delayed. It will be for \$4,750 if we get it. It is offered through RAILS.

b. Safety and Security — Director Sullivan is not in favor of pursuing this grant.

c. Pilcrow — The Library has yet to hear about this grant for children's materials. Maryilyn Shelley is helping with support.

3. Information

a. Colchester city-wide yard sale dates are May 29-30 with city-wide clean-up June 5-6.

b. Because of surgery complication for Tom Jalinski, the future of the STEM program may not continue for the rest of the year.

c. Director Sullivan withdrew the Library's participation in the Growing Colchester program.

d. Regarding computer security, Director Sullivan is exploring free versions to handle filtering of online searches.

E. Closed/Executive Session

F. Items for Next Agenda

G. Announcements and Communications

H. Adjournment

C. Rigg/N. Altenbern, S. Altenbern, N. Weaver moved adjournment at 5:35 p.m. Motion carried.

Submitted

Craig Rigg