Brantingham-Greig Library Board

Minutes of November 12, 2026 Meeting

Attendance in Person: A. Craft, M. Dixon, A. Drake, S. Hammecker, D. Heinsler, G. LaBarge, C Markham, , C. Smith, C. Widrick
Attendance via Teams: H. Pleskach
Excused: : F. Abbey, M. Dolhof

The meeting was called to order at 8:39 AM.

Action Reports

Minutes of the Last Meeting: The minutes of the last meeting were sent to board members prior to the meeting. A motion was made to accept the minutes by Debi and seconded by Audrey. **The motion was approved.**

Treasurer's Report: Copies of the Treasurer's Report were distributed at the meeting. There was a balance of $17,756.51 in the checking account for the end of October 2026. The AmeriCu CDs have a combined ending balance now of $21,772.64 at their maturity date of 11/16/26 and 11/23/26. It was agreed to roll over these two Certificate of Deposit.

Informational Reports

Informational reports were sent via email to Trustees prior to the meeting. Following are additional information provided:

- The Meraki equipment (to receive WiFi) provided through the North Country Library System has a problem with the cost structure. Meghan Harney will address this issue with us at a later time.
- Those accessing Microsoft for library purposes receive a notice by Microsoft of a preferred change in the 2-step authentication process for login purposes. The current process for most of our volunteers is to use a text message on cell phones for authorization; however, it has been determined that is more prone to hacking than other forms of authentication. Because we want to make the login process as uncomplicated for our Volunteers as possible, Carrie is working with NCLS to determine if we need to change our current form of authentication.
- New Collection Additions: we are part of the 1/3 of libraries in NCLS that elect to hold our new items for circulation to *our patrons only* for the first 3 months they are in our library. With 2/3 of the libraries immediately lending new items and 1/3 of libraries holding them, item circulation of popular titles tends to get bogged down. It can cause lengthened wait time for items as some items can be sitting on shelves available in the home library but unavailable to all other patrons. After discussion, there was agreement among Trustees to make our new items immediately available to all (local patrons and outside library patrons). ***This requires a policy change that will begin at our January 2027 meeting.***
- The LewLib group of Lewis County libraries is contemplating a group fundraising event. More information to follow at a future time.
- Updates on programs noted in the informational report: Cathy reports that the painting class has 19 participants registered. David Hunt will unfortunately be removed from our list of potential programs in 2027 due to his health concerns. The late fall session of chair yoga was canceled by Jackie Peck in part due to her frustrations with unreliable attendance by participants. Georgia and Jackie are working on solutions for the next possible class in the spring of 2027.

Old Business

Printer Repair or Replacement: Our current printer was purchased in 2012 through NCLS and now needs a new drum. Currently, the printing comes out with scattered yellow ink down the right margin. Christine spoke with NCLS about replacing the printer, but they no longer assist with these purchases unless the purchase is an industrial/commercial printer with a service plan. There are two options to resolve our current printing problem:

replace the drum for about $215 with Chris doing the replacement labor or purchasing a new printer for approximately $600.00. During discussion, it was noted that we purchased toner in April 2026 that has not yet been used. ***Chris agreed to check with Amazon to see if it is possible to return those unused toner cartridges.*** A motion was made by Cathy to purchase a new printer at a cost up to $600 once the current toner is gone. A second was made by Susie and the **motion was approved**.

Coded Lock: When the door lock was installed, we decided to continue with our code temporarily while all users became comfortable with the new system. We have reached that point and must decide our next steps toward increasing security. Previous discussions between Carrie and Town Supervisor Bob Johnson determined that outside groups approved to use the facility by the Town would enter the building via the Town's door and thus have a door lock code provided by the Town. Outside groups that are using the facility through a library-sponsored event would enter through the library with the code given to the library Trustee or appointee. ***Carrie will verify that the Town wants to proceed with that procedure***. For library access, it was determined that an entrance code would be given to Trustees and that Volunteers that work in the library would receive their own code. There are plans by the Town to install a camera in the library that will enhance security and possibly negate the need for individual codes for Trustees and Volunteers.

Book Drop / Entry Enhancement: Tabled

Meeting Schedule 2027: It was agreed that our meetings for 2027 would be scheduled on the third Thursday of every other month at 8:30 AM. ***As Secretary, Mary will type the schedule and prepare it for posting at the library and send it to Heather to be included on our website***. Any later changes will be posted in the library and on the website.

New Business

2027 Proposed Budget: Due to the approved vote to purchase a new printer in 2027, the proposed budget needs to be amended to include an expense line for Library Equipment and filled with a $600.00 expense. Cathy also pointed out that when the proposed budget was prepared, we inadvertently neglected to enter a figure for anticipated supply expenses. Therefore, we need to amend the budget to include $100.00 for Demco purchases, $100.00 for Staples purchases, and $300.00 for Amazon supply expenses. These combination of the printer expense and supply expenses will change our Budgeted Total Expenses to $7, 230.00 . This, in turn, will change the Income line "From Assets to Balance Budget" to $2,350.00. A motion was made to accept the Budget for 2027 as amended by Chris and seconded by Georgia. **The motion was approved.** ***The amended budget will be sent via to the Trustees***.

Certificates of Deposit: As noted with the Treasurer's Report, these two CD's will be rolled over. With Carrie's departure from the Board of Trustees in 2027, there will need to be a change in the signature cards at AmeriCu for the CD's and also for the Community Bank checking account. Carrie will be removed as a signer from all accounts and Christine Markham and Mary Dixon will join Cathy Smith as signers on all accounts.

Purchase of Gift Card for the Cleaner: To show our recognition and appreciation for the Cleaner, a motion was made to purchase a $50 Visa card to be given to him. A motion was made by Aimee and seconded by Cathy. **The motion was approved.** ***Carrie will purchase and deliver this gift card which will be donated by Carrie and Stephen Widrick.***

Soup Party: Chris volunteered to host the Soup Party to be held at a date and time to be determined by Chris.

Nominations and Election of President for a three-year term (1/1/2027-12/31/2029):
Mary made a motion to nominate Christine Markham as President and it was seconded by Georgia. This nomination was accepted by Chris**. The motion was approved.**

Chris made a motion to nominate Georgia LaBarge to fill the remainder of Chris Markham's term as Vice President which would be from 1/1/2027-12/31/2027. This nomination was seconded by Aimee. **The motion was approved.**

As per our by-laws, the term for the following four people ends on 12/31/2026.
Aimee Craft-agrees to serve another 3-year term
Georgia LaBarge-agrees to serve another 3-year term

Sadly, Fran Abbey and Carrie Widrick have decided to resign from the Board of Trustees effective 12/31/2026. We deeply appreciate the considerable time, energy, and leadership that these two have spent during their extensive tenure on the board. Although there are many important contributions from these two people, some of the highlights of their leadership are as follows:

Fran Abbey	She coordinated the Volunteer program and maintained the calendar of Volunteer workdays. Fran developed the volunteer handbook and coordinated the update committee, was instrumental in working on policy development and updates and created a document for volunteers on Shelving the Collection Procedures. She transitioned the Craft Fair from the responsibility of the library to the Brantingham Arts Council, maintained the website, worked at Book/ Bake Sales, and worked as a Volunteer in the library.
Carrie Widrick	Carrie served as a Volunteer and Trustee and held the office of President of the Board of Trustees. As President, she was the driving force in investigating, coordinating and implementing automation of the collection. Once automated, she took on much of the role of Library Director for NCLS that required attendance of many group meetings, monitoring of reports, and coordination with management leaders of NCLS and member libraries (just to name a few of the responsibilities). She coordinated the automated calendar of Volunteers, acted as contact person for the Town of Greig, the Insurance company, and the community, coordinated and presided over the bimonthly Trustee meetings, helped coordinate Inventory and led the Program committee and the book and bake sales. She was also instrumental in ensuring the library contents and the Trustees were appropriately insured and worked tirelessly to obtain reasonably priced WiFi for the library and community.

*Highlights of C. Widrick were not discussed at the meeting but are included for historical record.

New Trustee: Kaitlyn Bishop has agreed to join the Brantingham-Greig Reading & Technology Center of Trustees. A motion was made by Cathy and seconded by Debi to add Kaitlyn to the Board of Trustees for a 3-year term running from 1/1/2027-12/31/29. **The motion was approved.**

A motion to adjourn at 10:15 AM was made by Debi and seconded by Cathy. **The motion was approved.**

Next Meeting: January 21, 2027 AT 8:30 AM

Meeting Schedule 2027

January 21, 2027

March 18, 2027

May 20, 2027

July 15, 2027

September 16, 2027

November 18, 2027

Trustee/Officer Terms

3 YR TERM ends DEC 2027	Audrey, Debi, Susie
JAN 2027-DEC 2027	Georgia (VP)
3 YR TERM ends DEC 2028	Cathy (Treas), Mary (Sec), Heather, Megan
JAN 2027-DEC 2029	Chris (Pres.), Kaitlyn Bishop, Amie
JAN 2028-DEC 2030	VP (not yet elected)