

Brownell Library

Trustee Meeting Minutes

1/20/2026

Brownell Trustees in attendance: Sheila Porter Dottie Bergendahl, Jeanne Grant, Beth Custer, Helen Donahey, Karen Hergesheimer, Christine Packard, Alex Carmical, Jessica Dow, Venessa Luck,

Teen Trustee: Rhiannon Adams

Brownell Staff in Attendance: Wendy Hysko & Erna Deutsch

Meeting called to order at 7:00pm by Karen Hergesheimer.

**Agenda changes or deletions:**

Add carpet talk to old business.

Add ALA membership and new Brownell staff policy to new business

**Public to be heard:**

Bethany Clark joined the meeting.

**Announcements:**

Wendy is giving testimony for the Health and Human Services Committee about unhoused.

**Minutes of December 16th, 2025:**

Jeanne moved to accept the minutes, Sheila seconded.

**Financial report:**

Checking- \$2,058.20

CD -\$2956.27

Frost/Porter account- \$3,000

Rotary Welcome baby- \$65.50

Foundation holds- \$18,500 they spend \$500 for a PO Box

Sheila acknowledged the financial reports, Vanessa seconded.

**Library director and staff report:**

Programs- Adult and Kids working together to create programming

Trustees can help by promoting and attending programs.

VOKAL and KOHA systems work together to save the library money.

**Committee report:** No committees

**Working groups:**

**100th party planning:** Trustees were asked to think of ways they can help with planning the 100 year party in July. The kick off was a success with around 120 people attending

**Sustainability- Trustee job description:** Created job descriptions for filling board seats for both the permanent and voted in trustees. A new election will be held in April for an open seat. Vanessa moved to accept Trustee job descriptions and Sheila seconded.

**Budget working group:** nothing to report.

**Foundation report:** They met Saturday after the book donation. Approved the reimbursement for the kick off party but wanted it to be asked for in advance not after the event. The next book donation is February 3rd.

**Staff/ Trustee bimonthly education- Venessa-** Presented some things for the board to consider like how do we function as a group? And what is our individual role on the board?

**Old Business:**

**Carpet update:** No plan yet, Wendy will let the foundation know as soon as they get one.

**New business:**

**Board officers vote:**

Chair- Karen (Thank You)

Vice Chair- Jeanne

Secretary of records- Sheila

Treasurer- Dottie

**New Staff Policy:** Staff and non profit MOU to ensure any non profit that gets created in the name of Brownell aligns with our goals.

**ALA membership:** Brownell has institutional account

**Background checks:** The city policy includes Brownell volunteers. Any board member that volunteers at the library will need to be background checked. We will create a trustee procedure to be background checked when joining the board.

**Trustee gift/recognition policy:** Moved to February's meeting due to time,

**Adjournment:** Sheila moved to adjourn the meeting at 9:10pm, Christine second, Meeting adjourned.

Submitted by Sheila Porter