



Russell Library Board of Trustees Regular Meeting
Tuesday, February 24, 2026, 6:00pm
Hubbard Room, Russell Library, 123 Broad St., Middletown CT

Draft minutes and other supporting items can be requested in accordance with the Freedom of Information Act. All meeting attendees are expected to abide by the Russell Library Board Community Dialogue Framework.

AGENDA

1. Call to Order

- a. Mission Moments: *"We empower people to grow, connect, strive and thrive."*

2. Public Comment

3. Approval of Minutes

- a. January 20, 2026 Board meeting

4. Administration Report – Ramona Burkey, Library Director

5. Committee Reports

- a. Executive Committee – E. Wisneski
- b. Finance Committee – A. Becker
- c. Governance Committee - J. Hadley
- d. Strategic Planning Committee - A. White

6. Unfinished Business

- a. Russell Library/City Hall Feasibility Study Committee

7. New Business

- a. Company budget expenditures through EOY
 - i. MOTION: Authorization to request up to an additional \$10,000 in distributions from the endowment to cover expenses through June 30, 2026, with net receipts to be returned to the endowment after the end of the fiscal year.
- b. Annual audits and 990s

8. Announcements

9. Executive Session to discuss strategy and real estate

10. Adjournment

Next regular board meeting: Tuesday, March 17, 2026, 6:00 p.m.

Russell Library Board Community Dialogue Framework

Parliamentary procedure and public meeting requirements set a method for deciding the business of the Russell Library in view of the public. A Community Dialogue Framework provides guidance on improving the decision-making process by encouraging productive discussion.

- Practice open and honest communication.
- Listen carefully, actively, and respectfully.
- Be courteous; do not interrupt another speaker and do not multi-task.
- Speak from personal experience. Use "I" statements to share your thoughts and feelings.
- Support your statements with evidence and provide rationales.
- Respect others' rights to hold opinions and beliefs that are different from yours. All perspectives are welcome and valid.
- Be open to new and different perspectives.
- If you are offended, speak up.
- Challenge and debate the merits of ideas, not the person supporting it.
- Step up and participate in the conversation.
- Step back and recognize others deserve an opportunity to speak.
- When discussion takes place in Executive Session, respect and maintain confidentiality.
- Share the message, not the personal.
- Trust that dialogue and disagreement will take us to deeper levels of understanding and acceptance.