



Whitingham Free Public Library
P.O. Box 500
Jacksonville, VT 05342
October 14, 2020- Draft minutes

Board of trustees meeting with social distancing and masks required.

6:10 PM Call to order

In attendance Maryann Cheveralls, Catherine Bell, Edie Brigham, Tyler Colford, M.A Johnson, Helen Krzeminski and Kristine Sweeter

No public comments

MA made a motion to accept September minutes as amended. Helen seconded the motion, and all were in favor.

Board reviewed Librarian's Report with programming and patron statistics, including Halloween, Kids Club, Google Webinar, Community Arts Project, Ping Pong, and Craft Group.

Three trustees volunteered to help with collaboration of the Lions Club, Wings and Fire Department for the "Pumpkin Festival" to be set up for public.

Kristine asked if board members would attend select board meeting to support approval of cooling and air circulation equipment needed for library. Currently waiting for estimate on heat-pump and cooling system. It was agreed that an air circulator/purifier should be purchased for the library at a cost between \$150 and \$300 dollars.

Kristine thought the library should wait on new staff laptop as the current one is not being used. All agreed.

Kristine applied for a \$200.00/year grant, for a hotspot to boost internet range. Library is waiting to see if we can accept grant and equipment. There has to be an agreement between the Department of Libraries and Department of Public Works Windham Regional Commission recommended us. The grant will give the library internet boost for one year, and then we can opt out or pay for extended services.

It was agreed to keep up fundraising for the library, with the selling of tickets for the artist painted saws until 2021 Maple Festival or open drawing date if festival does not occur.

The budget for 2021-2022 was discussed. VT Dept. of Libraries was asked by State to cut their budget by 3%. After discussion Tyler made a motion to level funding, not to cut budget and accept proposed budget for 2021-2020. MA seconded the motion. All were in favor.

Town Report will be next month.

Trustee recruitment was addressed. 3 openings are available. The library needs 2 from Whitingham and one from Halifax. Tyler, MA and Cathy's terms will be expired. There was a discussion on making our board diverse.

Board discussed Directors review without Kristine present. No executive session needed. Her review will be documented and presented to the Chair for November's Trustee meeting to be accepted.

There was a motion to adjourn, by MA at 7:25 PM, seconded by Eddie. All were in favor.
Submitted, Helen Krzeminski

Librarian's Report
Kristine Sweeter
October 14, 2020

- ❖ Staff
 - Kristine – 2020 evaluation
 - Lois- completed 2020 evaluation

- ❖ Statistics
 - Circulation - avg. 25 items per day increase of 8%
 - Patron visit – avg. 20 per day

- ❖ Programming
 - Halloween “Pumpkin Festival w/ Lion’s Club Shared cost of pumpkins – ordered 1 pallet \$175
1 lions club booth display for trick or treating (may be more)
library booth display & treats/ - 1 WINGS booth display / -believe Fire Dept will also be handing out treats
 - Kids Club Kits OCT- DEC 3rd Saturday: include crafts, books, snacks, etc – 15 registered 10/14/20
 - Google Webinar Tuesday & Thursday/ 3 webinars were rescheduled to Nov/Dec dates due to low enrollment
 - Community Art Project: Prayer Flags – 22 flags/ participants
 - Ping Pong select- board approved begin 9/22/20 Tuesdays 10 am – 12 pm **no participants
 - Craft Group – select-board approved 4th Saturday **low interest/ no groups scheduled

- ❖ Equipment / maintenance
 - requested upgrade to a heat-pump cooling system and air circulator: waiting for estimate
 - awaiting an estimate for 2nd Staff laptop upgrade – decided not to purchase laptop at this time
 - Air circulator/purifier \$150- \$300

- ❖ Fundraising
 - selling tickets for saws with a drawing date 12/14

- ❖ Budget
 - Budget for 2021-2022