



Whitingham Free Public Library
P.O. Box 500
Jacksonville, VT 05342

Board of Trustees Meeting

Minutes October 4, 2023

Present: Edi Brigham, Catherine Bell, Tanya Bernard, Adam Ranslow, Wendy Sergeant, Kristine Sweeter,

1. Call to order: 5:35 pm
2. No Public comments
3. August 2, 2023 Minutes, approved; (Adam motioned, Catherine seconded, all approved), no corrections.

4. Director's Report

a. **Programming** – Regular (has resume in most groups)

- i. Rhyme Time Mondays – Thursday Beginning in November
- ii. Adult Craft Group 3rd Thursday
- iii. Monday 6 pm Yoga Class will continue through fall, but not on Indigenous People's Day/ holidays.
- iv. EES Playground Wednesdays at 10:30 (If bad weather, they will meet in Town Hall or Library)
- v. Homeschool Group Mondays
- vi. Book Group 2nd Wednesday

b. Specials

- i. Wednesday 9/13 6pm – Visiting the Beyond: An interactive paranormal investigation. “Excellent turn out” – 34 people came.
- ii. Thursday 10/12 6pm Cleansing stick workshop with native Vermont plants
- iii. Saturday 10/14 10:30am-12pm Children's Harvest Party
- iv. Tuesday 10/31 5-7pm Halloween/ Jack-O-Lantern Contest and Walk / Trunk-n-Treat
- v. Saturday 12/16 Children's Holiday party

c. Grants

i. Afterschool Grant reimbursements

1. June \$6,616.33 received (May and June reimbursements were deposited into library MM account, as the expenditures dispersed thru this account at the fiscal's years end.)
2. July \$2,292.67 received (Deposited into general fund account as expenditures will be dispersed from that account.)
3. August \$876.01 still waiting (Will be deposited into general fund account as expenditures will be dispersed from that account)

ii. VT Capital Project Grants

1. Attended VLA conference – Completed early 2023
 2. "Needs Assessment" was completed; awaiting feedback regarding eligibility for funding and application.
- iii. Windham Foundation Grant -2024 summer camp enrichment – applied (Foundation account set-up completed)

d. Fundraising

i. Annual Appeal 2023-2024

1. (cost of appeal approx. \$750-800; Remit Envelop cost: Printing: 2,500= \$713; 5,000=\$999)
2. Printing in process, grand lists being modified for labels, Remittance envelopes ordered/received, new address stamp ordered/received, order labels. We will use the town folding machine.
3. Board approved the added cost- see below.
4. Funding for postage comes from Fundraising account
5. Flyer 'Library Happenings' to send in the appeal.

ii. Fundraising Goal: \$8,525

e. Account balance:

1. M&T Bank Money Mkt Account = \$40,158
2. 9/28 Deposit \$100
3. Board approved expenditures (Adam Motioned, Tanya Seconded, all approved):
 - a. SPC invoice for remittance annual appeal envelopes \$1,052
 - b. Expenditure to replace window blinds \$390
4. Accounting statements for Community Bank:
 - a. 7/1/2022 \$25,095.75;

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b. 6/30/2023 \$31,926.03

f. Budget

i. 2022-2023

1. Receipts: Approved \$85,134; Expended \$86,800

2. Expenses: Approved \$85,134; Expended \$86,800

ii. 2023-2024

1. Current: Receipts \$92,294; Expenses \$92,294

iii. 2024-2025

1. Cost of Living increase has not been factored in

2. Budget due December 2023; Trustee approval at December 6, 2023 meeting

g. Staff

i. Kristine 9/26 attended Windham County Directors meeting

ii. Lisa 9/26 attended Windham County Youth Librarian meeting

iii. Lois Vacation 10/7-10/14

h. Circulation Statistics

i. July 2021 – June 2022 Totals 6557

1. Automated 5262

2. Manual 334

3. Listen Up/RB 961

4. PAT/VIS 5108

5. Wifi Session 5211

ii. July 2022-June 2023 Totals 7521 (increase)

1. Automated 6234

2. Manual 400

3. Listen Up/RB 887

4. PAT/VIS 6248

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5. Wifi Session 7808

iii. January 2023 – September 2023 Totals 5137

1. Noted snow day in January

2. Automated 4222

3. Manual 281

4. Listen UP/RB 634

5. PAT/VIS 4585

6. Wifi Session 5080

5. Board of Trustees

a. Need Trustees for 2024 – 2 Whitingham and 1 Halifax

b. Board approved new appointments: Edi as President, Wendy as Secretary (Adam motioned, Tanya seconded; all approved)

c. Evaluations of Library Director due in the next meeting.

6. Strategic Plan

a. Revised 2019-2022: expanded with examples into new plan

b. Adam motioned to accept Plan 2023-2026; new motion to modify Plan to 2023-2028, all approved.

i. Strategic Plan 2023-2028

1. Mission Statement: The mission of the Whitingham Free Public Library is to promote the benefits of life-long learning and to expand the horizons of the community by filling its educational, recreational, and technological needs.

2. Goals

a. Support the enhancement of learning for ages

i. Provide a variety programs for all age groups

1. Research new entertainment opportunities through networking, entertainment data bases, patron recommendations, community interests and current trends.

2. Research educational programming through Government Agencies (Game Warden, Fish & Wildlife), Non-Profit organizations (Brattleboro Hospice), Educational Institutions (UVM), and Museums.

3. Strengthen current partnerships and seek new partners to share resources and funding for programs.

4. Research and apply for grant funding for programming and materials.

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5. Conduct informal patron surveys on regular basis.

ii. Provide materials to support patrons' needs.

1. Build alternative collection with other libraries recommendations, patron input and current trends.

2. Keep technical equipment up to date and in working order.

3. Provide technical training and assistance.

4. Provide professional development training to keep Librarians informed and educated on new technology, library trends, and operations

iii. Increase museum and other institution or event passes

1. New passes through internet search, recommendations, popularity, and cost

iv. Continue to provide ongoing successful programs

v. Perform a program audit

b. Provide a comfortable, safe, and user-friendly environment for learning

i. Library staff will stay informed on current State and Federal health safety regulations

ii. Library staff will keep the Board of Trustees informed of any changes in State and Federal health and safety regulations.

iii. Librarians will complete and maintain CPR and First Aid Certifications

iv. Provide a clean, safe environment for patrons

v. Explore the possibility of library expansion

1. Apply for Capital funding opportunities.

2. Secure a local architect.

3. Request State approval for frontage increase.

vi. Continue to provide space for group activities and meetings.

c. Provide easier access to library's resources and knowledge of online resources.

i. Research online resources and memberships.

ii. Share virtual resources and programs.

iii. Provide a regular e-newsletter.

iv. Keep current on national and local trends.

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- v. Provide a social media presence. (Facebook, Front Porch Forum)
 - vi. Maintain website pages and community calendar with The Town of Whitingham.
 - vii. Provide press releases to local news for events.
7. The next meeting is Novemebe 1st at 5:30 pm at the Library
 8. Motion to Adjourn @ 6:20 pm Adam motioned, Catherine seconded, and all approved