



Whittingham Library Board of Trustees Meeting Minutes
November 13, 2025

5:31 Meeting called to order.

In attendance Director -Kristine Sweeter; Trustees: Mark Halverson, Shandell Soumar, Wendy Sergeant, Judy Bernard, Angie Dornburgh;

Public: Bob Mayle, Amy Bedell, Johanna Robohm, Lois LaPointe

Public Comments: A grievance was presented regarding an incident on September 10, 2025. During the book club meeting in the Library, attendee Ms. Bedell reported overhearing a conversation between Director Sweeter and Mr. Mayle. She stated that the discussion, which referenced the recent murder of Charlie Kirk, felt political in nature and was disturbing and triggering to her.

Executive Session 5:38pm – 6:08pm No final decisions were made regarding the grievance. The grievance was acknowledged. The Library Trustees affirmed their support for the Director, noting that she was engaged in a private conversation with a patron that was unintentionally overheard by others in the library. The Trustees regard the Director as professional, highly competent, and consistently performing at a level of excellence.

Wendy made a motion to approve September 2025 minutes, Judy seconded, all approved.
Shandell made a motion to approve Budget 2026-2027; Wendy seconded, all approved.

Director's Report – See attached report

Discussions:

Construction of the culvert is still ongoing; the Library is scheduled to be open by December.

Most of the programming has been occurring off-site.

Trunk and Treat / Haunted House was well attended even though the weather was cold and raining.

Holiday Bazaar 12/6/2025 alternate location will be Jacksonville Church. Seeking donations, and volunteers to set up the day before and help on the day.

Asking the Trustees to write thank-you cards for the incoming donations from the Annual Appeal.

Mark made a motion to adjourn meeting at 6:32pm, Judy seconded, all approved.

Next Meeting is December 3, 2025.

- ❖ Programming:
 - Adult Craft Group – no November
 - Yoga Mondays 6 pm – October zoom
 - Book Group 2nd Wednesday 5 pm – off-site
- ❖ Specials:
 - Trunk or Treat / Haunted House @ Engle House – approx. 100+ kids
 - photo on Wilmington P.D. FB post

 - Holiday Kids Bazaar – 12/6/2024
 - Alt. location: Jacksonville Church
 - Needed: donations of gift items (men, women and children)
 - Set-up: Friday December 5th
 - Event volunteers:
 - Clean-up:
- ❖ Finances: 2025-2026 Fiscal Year
 - Account balance: M&T Money Mkt: \$64,912
 - Deposits: 11/12/25 Annual appeal \$2,615
 - Annual appeal cost: \$937
 - remit envelopes \$240
 - mailing envelopes \$45
 - postage \$652
 - Deposit library general fund – Halifax \$6,000
 - 2026-2027 proposed budget attached –
 - Due December 1st

 - DV Fiber
 - on hold until reopening
 - Fidium?
- ❖ Misc.
 - Municipal Ctr. closing - culvert construction
 - Reopening: to be determined
 - Construction update Friday November 14th.

 - Town report due December 15th

 - Carpet cleaning

Approved 12-3-25

Staff: working remotely due to construction

Kristine -

Week ending 10/9/25

- email maintenance
- completed annual mailing
- submitted payroll and acct payable
- State report prep
- collected mail

Week ending 10/18/ 25

- updated website calendar
- check-in with staff
- Email maintenance
- scheduled Nov. Trustee meeting
- post office rep meeting to send annual appeal
- researched executive session requirements
- collected mail

Weekending 10/24/25

- collected mail
- check-in with staff
- working with post office for annual appeal
- Email maintenance
- Halloween press release, FPF announcement
- Trunk or treat prep
- prepared and submitted payables and payroll

Weekending 10/31/25

- collected mail
- check in with staff
- Email maintenance
- 2026-2027 Budget
- check-in with Treasure / 2026 rates
- check-in with Lois, Lisa
- set up haunted house /trunk or treat

Weekending 11/7/2025

- collected mail
- check-in with staff
- Email maintenance
- haunted house clean-up
- check-in with Lisa, Lois
- Christmas Kids Bazaar plan, poster, facebook event
- 2026-2027 budget
- Trustee meeting prep, location, agenda
- prepared bills and payroll
- collection development
- updated calendar

Approved 12-3-25

Weekending 11/14/25

- submitted bills and payroll
- check-in with Treasurer
- updated calendar
- Kids Bazaar (scheduling, alt location)
- renewed memberships/ subscriptions: Hildene, PO box, Bratt Reformer, Bennington Museum
- created library password master document
- collected mail
- submitted book order
- Email maintenance
- update with Gig
- e-newsletter
- check-in with staff
- check-in with Selectboard
- Directors report
- Trustee meeting

Lois – collecting mail, processing new books, annual appeal, library cleaning, checking with patrons, home deliveries

Lisa – homeschool library group, Halloween
Kids Bazaar