



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 2<sup>nd</sup> 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 5<sup>th</sup>  
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 1<sup>st</sup>

**DV Fiber**

-on hold until reopening  
-Fidium?

❖ **Misc.**

**-Municipal Ctr. closing** - culvert construction  
Reopening: to be determined  
Construction update Friday November 14<sup>th</sup>.

-Town report due December 15<sup>th</sup>

-Carpet cleaning

**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

November 13, 2025 - Draft

**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