



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

December 2, 2020 –Draft Minutes

Board of trustees meeting via teleconference

5:11 Call to order

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

No public comments

M.A. made a motion to accept November minutes, Edie seconded the motion, and all were in favor.

Kristine reported state library statistics on openings/closures/procedures due to covid. The board discussed a changed, staggered schedule with Whitingham Library's staff as advised by the Vermont Department of Libraries, to keep our library open.

Kristine updated on webinars she is attending for the library. Kristine also reported circulation and Wi-Fi log ins are up by 10%.

Kristine updated board on the new Wi-Fi booster that was installed. It has two access points. 1) Whitingham Free Public Library and 2) Whitingham Hot Spot

Kristine is going to apply for a Department of Libraries grant. The grant could be up to 1,500 dollars and can be used in combination for different items. Some options for use of the funds were discussed such as chrome book loans, install outdoor outlets for device use and portable printer loan.

The staff is compiling a "wish list", from patrons, for a purchase from Harbor Freight, with the grant money that was awarded. This will be for tool lending program. Kristine discussed alternative lending items that were suggested at a recent meeting, such as indoor/outdoor games and puzzles.

6 bullet items were added to town report. Maryann made a motion to accept the Town Report with the edit, M.A. seconded the motion to accept. All were in favor.

A Halifax and Whitingham representative will still be needed for the new board of trustees.

There was a motion to adjourn, by M.A at 5:46, seconded by Cathy. All were in favor.

Submitted, Helen Krzeminski

Librarian's Report  
Kristine Sweeter  
December 2, 2020

❖ Staff

Kristine – Attending Virtual VT Directors Summit Thursday Dec 3rd

VTLIB-Sponsored Webinar: **Crisis Leadership: A Three-Pronged Approach to Leading a Library in a Crisis** with a follow-up discussion with VT Lib.

New Covid- schedule through January 2021

Kristine - working Mon-Wed in the library opposite Lois's hours with Thursday-from home. Fri & Sat as needed  
Lois is working Tuesday -Saturday operating hours with Kristine filling in as needed

❖ Statistics

Circulation - avg. 33 items per day increase of 32%

Patron visit – avg. 20 per day decrease of 20%

Ebook/Audio – 48 increase of 23%

WiFi – 296 log-ins increase of 10%

❖ Programming

-Kids Club Kits OCT- DEC 3<sup>rd</sup> Saturday: include crafts, books, snacks, etc – 15 registered 10/14/20

❖ Equipment / maintenance

- Air Cooling system- Robin Kingsley estimate was accepted by Whitingham Select-board and will paid through the capital improvement funds.

- Air circulator/purifier- Purchased Germ Guardian with UV light \$274 with replacement filters/ lights

-Wifi booster Hotspot – Equipment Grant from VT Dept. of Public Service was installed Thursday Nov. 17<sup>th</sup>

-New Internet Tech Grant through Dept of Libraries.

-Tools – I have a wish list from patrons for purchases – holding off due to covid

❖ New Acquisitions: Alternative lending

- puzzles: donations will be quarantine prior to circulation and between borrowers

- giant indoor/outdoor games purchased: Giant Jenga, Giant Yahtzee, Giant Checkers, and Giant Uno