



Whitingham Library Board of Trustees Meeting Minutes

December 3, 2025

5:27 pm Meeting called to order.

In attendance: Director- Kristine Sweeter; Trustees: Mark Halverson, Wendy Sergeant, Judy Bernard, Tanya Bernard

No Public Comments

Wendy made a motion to approve the November minutes, Judy seconded, all approved.

Director's Report – See attached report

Discussions:

The library is tentatively reopening 12/15/2025. Everyone is looking forward to being back in the library.

Programming is still occurring off-site due to the Library being closed for the culvert construction.

Recap the Halloween Haunted House was a huge success, and the Weber's Engelhouse B & B, looks forward to making it an annual event.

Holiday Kids Bazaar is 12/6/2025 10am - 4pm at the Jacksonville church's Sunday School building. Setup will occur 12/5/2025 between 2 and 4pm.

The Annual Appeal has surpassed the goal of \$8525. The trustees are writing thank you notes to donors.

Even while the library has been closed, our community's engagement with library resources has remained remarkably strong. Digital checkouts, online learning tools, and virtual programs continue to be used at record levels—demonstrating just how essential our library is, no matter the circumstances.

Wendy made a motion to approve Town Report, Tanya seconded, all approved.

Tanya made a motion to adjourn the meeting at 5:54pm. Judy seconded, all approved.

The next meeting is January 7, 2026 @ 5:30pm.

❖ **Programming:**

Adult Craft Group – no December

Yoga Mondays 6 pm – zoom

Book Group 2nd Wednesday 5 pm – off-site

❖ **Specials:**

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: \$70,482

- Deposits: 11/24/25 - \$1810

12/4/25 - \$4,195

Total Annual appeal - \$8,620 / Goal \$8,525

❖ Proposed town report attached.

❖ **Misc.**

-**Municipal Ctr. closing** - culvert construction

Reopening: Tentative Monday December 15th

-Carpet cleaning DONE!

December 3, 2025 - Draft

Library Staff remote activities:

Week ending 11/21/25

- updated website calendar
- check-in with staff
- Email maintenance
- collected mail
- submitted 2026-2027 budget to select board
- posted 11/13/25 draft minutes
- posted 9/2025 video
- collection development
- prepared and submitted payables and payroll
- prepared and submitted donations deposit

Week ending 11/27/25

- email maintenance
- collected mail
- met with treasurer
- social media
- meeting agenda
- Thanksgiving break

Week ending 12/4/25

- checked in with Selectboard
- checked in with staff
- email maintenance
- updated calendar
- collected mail
- social media
- prepared Town Report
- Trustee meeting prep / sent/posted agenda / Director's Report
- book club check-in (closure)
- Grant webinar
- prepared and submitted payables and payroll
- prepared and submitted deposit
- balanced checkbook
- Trustee Meeting
- picked up twice blessed donations
- kids bazaar (prep, registrations)

Lois – collecting mail, processing new books, library cleaning, checking with patrons, home deliveries
kids bazaar

Lisa – homeschool library group, Kids Bazaar