

Approved 2-7-24



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

Board of Trustees Meeting Minutes – Draft
December 6, 2023
Meeting called to order @ 5:37 PM

In attendance: Edie Brigham, Cathy Bell, Adam Ranslow, Tanya Bernard, Kristine Sweeter, Director, and Cindy Holveck, trustee candidate

Public Comments: None

Adam made a motion to approve November minutes. A recommendation was made by Kristine to amend (they were not approved) the minutes to remove the strategic plan and the library report. Adam made a motion to approve minutes after amended, Tanya seconded, all approved.

Director's report - discussions:

Specials:

- Need volunteers for Children's Holiday Party December 16, 2023.
 - o Bakers to donate food items – Edie and Cindy volunteered.
 - o Shopping helpers, wrapping and Grinch assist – Cathy and Tanya. Be there before start time of 10:30 am.
- December 27, 2023, Family Movie Night – Edie volunteered to make snacks

Grants:

- Paid Wings camp counselor
- Fiber-Connect Grant:
- 52 libraries split monies if they sign up
 - Install by June 2023
 - Meeting with DV Fiber but will look at other companies as well

Fundraising:

- Will need to split up thank you cards to be written for donations received from annual appeal.

2024-2025 Budget - went over and discussed. Adam made a motion to pass the budget, Tanya seconded. All approved.

Town Report ending June 2023 - went over and discussed. Adam made a motion to accept the report, Tanya seconded. All approved.

A set of library keys was misplaced. Town clerk and select board were notified. This set-in motion all the locks in the building being replaced. A new process was also established that any tutoring being done in the library can only happen when the municipal building is open. Keys will need to be acquired from the town clerk's office and returned upon leaving. Discussed to add to policy.

6:20 pm Tanya made a motion to go into executive session to discuss Director's evaluation. Cathy seconded the motion. All approved.

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Director's Report
Kristine Sweeter
December 6, 2023

- ❖ Programming:
 - Rhyme time - Thursdays beginning November
 - Adult Craft Group 3rd Thursday
 - Monday Yoga class 6 pm
 - EES Playgroup Wednesdays 10:30 am
 - Homeschool Group – Monday afternoon
 - Book Group 2nd Wednesday 5 pm
- ❖ Specials:
 - Saturday December 16 Children's Holiday Party (Grinch visit, kid's boutique) 32 registered
 - Thursday December 21 Celtic Christmas @ Senior Meal
 - Wednesday December 27th Family Movie
- ❖ Collection
 - Bennington Museum Pass \$90 includes admission @ 9 Consortium of New England Art Museums
- ❖ Grants:
 - Afterschool Grant**
 - August \$876.01 Received 10/2023**
 - deposited into our general fund account as, expenditure's will be dispersed from that account

 - Fiber-connect Grant** – \$16,000 for internet installation, upgrade equipment, monthly cost – Dec/Jan
- ❖ Fundraising:
 - 2023-2024 Annual Appeal – completed 10/26/23
 - Total collected 12/6 - \$6,005
- ❖ Account balance:
 - M&T Bank Money Mkt Account \$40,158
 - 10/30 – 12/2 Deposit \$6,347
- ❖ Staff
 - Lisa – 11/3 Cliff Conference –online
 - Kristine - Fiber connect grant webinar – 12/1
 - Lisa – VT Youth Services virtual meeting 12/5 & 2/8
 - 12/5 CSLP (Collaborative Summer Library Program) virtual summer symposium
 - Kristine – Staff evaluations completed
- ❖ 2024-2025 Budget – attached
- ❖ Town Report ending June 2023 – attached
- ❖ VT State Report – Due December 30th – in process

2024-2027 Trustee's

Need: 1 Whitingham / 1 Halifax

Whitingham – Shandall Soumar

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