



## Whitingham Library Board of Trustees Meeting Minutes

February 11, 2025 5:35 pm

### **Call to Order:**

The meeting was called to order 5:35pm.

Note there was not a meeting in January.

### **Attendance:**

Director: Kristine Sweeter

Trustees: Mark Halverson, Wendy Sergeant, Judy Bernard, Tanya Bernard, Shandell Soumar

### **Public Comment:**

No public comments.

### **Approval of Minutes:**

Wendy Sergeant made a motion to approve the December minutes. Shandell Soumar seconded. Motion carried unanimously.

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## **Director's Report**

See attached report.

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## **Discussions**

### **Bingo Event:**

A tentative date of Sunday, April 19, was discussed. The Board will seek donations and baskets for raffle items and prizes.

### **Town Meeting Preparation:**

Preparation for Town Meeting on Tuesday, March 3, 2026, is underway.

### **Professional Development:**

Kristine attended a Nonprofit Communication Workshop and reported that it was informative and beneficial.

### **Old Home Week (July 24–25):**

The library will participate with both a tent and a parade float. The theme will be *The Wild Robot*, inspired by the popular children's book.

Discussion included borrowing a tractor and trailer, as well as decoration needs.

### **Library Deck & Awning Project:**

The Selectboard has approved the library deck project. The Board is now obtaining bids for construction and installation of an awning. It was confirmed that sufficient funds are available in the designated account to finance the project.

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### **Executive Session**

The Board entered Executive Session for approximately 15 minutes to address a personnel-related matter.

It was reported that a librarian was verbally assaulted by a patron the previous week. The Board discussed next steps and proposed developing a Library Patron & Professional Conduct Policy along with posted signage.

The library supports diverse viewpoints and open dialogue; however, offensive or harassing behavior toward staff will not be tolerated..

Shandell made a motion to adjourn the meeting at 6:21pm. Wendy seconded, all approved. The next meeting is March 4, 2026 @ 5:30pm.

February 11, 2026 - Draft

Director's Report  
Kristine Sweeter  
February 11, 2026

❖ **Programming:**

Adult Craft Group – 3<sup>rd</sup> Thursday  
Yoga Mondays 6 pm – in person  
Book Group 2<sup>nd</sup> Wednesday 5 pm  
Homeschool Group – Mondays 9-12 @ J'ville Church

❖ **Specials:**

February 26<sup>th</sup> Pizza & Movie

❖ **Finances: 2025-2026 Fiscal Year**

- Account balance: M&T Money Mkt: \$75,524  
- Deposits: 12/18 \$525, 12/22 \$515, 12/29 \$720, 1/8 \$2705, 1/29 \$235  
Total Annual appeal - \$13,225 / Goal \$8,525

❖ Town Meeting: Tuesday March 3, 2026

❖ **Misc.**

Attended workshop: Non-Profit Communications  
Annual VT State Report submitted  
Summer performance grant submitted \$350  
Library deck, awning request for bid process

**STAFF REMOTE ACTIVITIES:**

Weekending 12/11/25

-kids bazaar set-up  
-kids bazaar  
-checked in with staff, trustees, book group  
-email maintenance  
-collected mail  
-collection development  
-prepared and submitted book order  
-trustee contact info - town report research  
-Library Town report proof reading, edits.

Weekending 12/18

-recorded circulation stats  
-submitted town report  
-prepared and submitted deposit  
-email maintenance  
-collected mail  
-assisted patrons  
-social media  
-e-newsletter  
-Windham County Directors meeting  
-Library open Thursday 12/18!!!!

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

**Lisa** – homeschool library group, Kids Bazaar