



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

Board of Trustees Meeting Minutes

February 7, 2024

5:35 pm Meeting called to order.

In attendance: Edie Brigham, Cathy Bell, Adam Ranslow, Tanya Bernard, Kristen Breeden, Kristine Sweeter, Director, and Mark Halverson, Halifax trustee candidate

Public Comments: None

Adam made a motion to approve October 4, 2023, minutes, which had been amended by removing the library report. Cathy seconded, all approved.

Adam made a motion to approve December 6, 2023, minutes. Cathy seconded, all approved.

Notes for Jan 10, 2024, discussions were included – there was not a quorum – no motion needed to accept notes.

Director's report - discussions:

Specials: • Date for Valentines Party Saturday, Feb 10th at 10:30 am. Edie will not be able to attend. Kristen will hopefully be able to assist.

Grants: • Kristine will be attending select board meeting (2/7/2024 after trustee meeting) to discuss the addition to the library and if they will approve – if given approval this addition could be covered by either the VTLib Capital Project Grant or Public Facilities Preservation Initiative Grant.

- Windham Foundation grant on hold as it is a revolving grant and can applied for at any time.
- Fiber-Connect Grant - DV Fiber will be the library provider for internet. First Choice who installed the equipment over 10 years ago, provided quote to upgrade equipment \$2,471. Final VTLIB grant agreement has completed. Library should receive funds soon.

Other Business:

• Kristine handed out information on The Palace Project. A new on-line, not for profit, library centered eBook marketplace.

• Edie will be moving and will need to provide a resignation letter to Kristine.

Discussion of Edie's daughter Rebecca coming in to take her place. Kristine also suggested contacting Maryann since it's been two years since she was on the library trustee board

• We were lucky to have Cathy, Kristen, and Adam all present to thank them personally and give them thank you gifts for being library trustees.

6:15 pm Adam made a motion to adjourn the executive session. Kristen seconded the motion. All approved

Director's Report  
Kristine Sweeter  
February 7, 2024

- ❖ Programming:
  - Rhyme time - Thursdays beginning November
  - Adult Craft Group 3rd Thursday
  - Yoga Mondays 6 pm
  - Meditation Wednesdays 5:45
  - \*\*EES Playgroup moving to OSEC, Wilmington
  - Homeschool Group – Monday afternoon
  - Book Group 2<sup>nd</sup> Wednesday 5 pm
- ❖ Specials:
  - Valentine Party Saturday Feb. 24 10:30 AM
  - Spring Fling Saturday March 30<sup>th</sup> 10:30 AM
  - Family Bingo Sunday April 28<sup>th</sup> 2 pm
- ❖ Grants:
  - Fiber-connect Grant** – \$16,000 for internet installation, upgrade equipment, monthly internet cost Complete – Should arrive soon
  - First Choice Quote: Equipment upgrade \$2,471.13
  - DV Fiber – provider \$150 per month
  - VTLib Summer Grant - \$300 opens Feb. 15<sup>th</sup>
  - Clif Literacy Enrichment Grant \$1,000 submitted
  - VTLib Capital Project Grant – in consideration
  - Public Facilities Preservation Initiative Grant for small rural libraries – in consideration
  - Windham Foundation – on hold
- ❖ Fundraising:
  - Total Deposits \$17,445.05 (\$6,616.33 grant reimbursement)
  - Total fundraising \$10,828.72 Goal
  - 2023-2024 Annual Appeal - total collected as of 2/2024 \$8,415
- ❖ Account balance:
  - M&T Bank Money Mkt Account \$48, 071.43
  - 1/11 deposit \$1,310
  - 1/28 deposit \$250
  - 2/8 deposit \$450
  - fiscal year interest t/d \$480.
- ❖ 2024-2027 Trustee's
  - Whitingham – Shandall Soumar, Cindy Holveck
  - Halifax – Mark Halverson
- ❖ Staff
  - 2026 OHW Committee - Kristine
  - Summer Grant Meeting – Lisa/Kristine
  - Youth Svs. Virtual Meeting – Lisa