



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

Board of Trustees Meeting
Minutes May 3, 2023 – DRAFT

Present: Edi Brigham, Catherine Bell (by phone), Adam Ranslow, Kristine Sweeter,
Wendy Sergeant

Call to order: 5:45 pm

1. No Public comments
2. April 5, 2023 Minutes, approved; Edi motioned, Adam seconded, all approved, no corrections
3. Director's Report
 - a. New Business:
 - i. Elect Officers: President, Secretary; Tabled until next meeting since not all board members were present.
 - ii. Plant Swap Saturday June 3rd 9 am – 2 pm;
 1. Expectation that Board members will come early to help set up @ 8:30 am; wear a hat; “it will be a Fun day.”
 2. Still looking for donations from local nurseries; prefer veg and flowers, although will accept monetary donations
 3. Splitting of plants welcomed
 4. Seeds to share and swap
 5. “Welcome Pollinators Program” @ 11 am costing \$300 (monies will be spent from added income)
 6. Marketing on Facebook
 - iii. Blueberry Fest Friday, July 28, 4 pm – 7 pm
 1. Band has been booked: Jacksonville Blues Band
 2. Using Jacksonville Town's Trailer – confirmed with Stanley
 3. Vendor Marketing on Facebook pages
 - a. Deerfield Valley
 - b. Deerfield page
 - c. Vermont Craft and Festival group
 - d. And other local group pages
 4. Jacksonville Church will have a flea market set-up
 5. Museum will have a live-animal exhibit
 6. Still looking for more vendors; spaces are free

- b. Old Business:
 - i. Bingo Fundraiser “Successful”
 - 1. 38 adults, 12 children
 - 2. Raised \$1000, costs \$100
 - 3. Plan to make Annual event in April
 - ii. Sap Cover Buckets raised more money since donators rounded up their pledge totaling \$525
 - iii. Grants
 - 1. VT Afterschool awarded \$12803.48
 - a. Library Camp
 - i. {K-2nd grade} 6/19-6/23 & { 3rd – 5th} 6/26-6/30 10am-2pm
 - ii. Registration through Wings Program (Partnership)
 - iii. Planned programming includes: Museum, Magicians, Storytelling
 - iv. 1 pm-2 pm open to the public, except for workshop days
 - v. Lunch will be provided for children 18 yrs and younger (FDA Summer Food Program. Jacksonville Library is a designated FDA food site. Open to the public.)
 - 2. V.T. Capital Project Grants
 - a. Many exciting ideas came from the workshop that was attended VLA conference
 - b. “Needs Assessment” was completed; awaiting feedback regarding eligibility for funding
- 4. Account Balance \$38,613
 - a. Almira transferred \$11, 823 Money Market Account to Community Bank for a better interest rate
 - 5. 2023 – 2026 Strategic Plan
 - a. Expanded to more specific actionable goals
 - b. The expectation is that Board Members will review the new draft for the next meeting
 - 6. Thank-you notes for the donations of the Bingo fundraiser
 - a. Edi volunteered to write them
 - b. She will bring them to the Library for addresses and stamps
 - 7. The next meeting is June 7 at 5:30 pm at the Library
 - 8. Motion to Adjourn @ 6:10 pm Edi motioned, Adam seconded, and all approved

Respectfully submitted,

Wendy Sergeant, Library Trustee

Director's Report
Kristine Sweeter
May 3, 2023

- ❖ Programming:
 - Rhyme time Mondays - **on hold**
 - Adult Craft Group 3rd Thursday
 - Monday Yoga class 6 pm
 - EES Playgroup Wednesdays 10:30 am
 - Homeschool Group Thursdays
 - Book Group 2nd Wednesday

- ❖ Specials:
 - Annual Plant Swap – June 3rd 9-2
 - Welcoming Pollinators – June 3rd
 - Summer Reading:
 - “All Together Now!” Summer Camp 6/19 – 6/30
 - Blueberry Festival Friday July 28th

- ❖ Grants:
 - *VT Afterschool: **Awarded \$12,803.48 (library camp 6/19 – 6/23 & 6/26 – 6/30)**
 - scheduling presenters/educators -planning
 - VT Capital Project Grants -
 - attend workshop @VLA Conference - **completed**
 - Complete Needs Assessment – **completed**
 - application process and timeline webinar TBD
 - grant application opens TBD

- ❖ Fundraising:
 - *Bingo \$1,000
 - (cost approx. \$100)
 - *2022-2023 Annual Appeal – \$10,105
 - (cost of appeal approx. \$750-\$800)
 - *Sap Covers \$525

- ❖ Account balance: \$38, 613
 - Fundraising Goal: \$8,525.00 / 2022-23 fundraising: \$13,948 (\$10,180 appeal)
 - M&T Bank Money Mkt Account \$11,823 – Transferred to Community Bank

- ❖ Staff
 - Lois Vacation 5/10-5/22