

Approved 7-1-26



Whitingham Free Public Library
Trustee Board Meeting Minutes
June 3, 2026

Call to Order:

The meeting was called to order at **5:43 p.m.** by Chair Mark Halverson.

Attendance:

Director present: Kristine Sweeter.

Trustees present: Mark Halverson, Wendy Sergeant, Judy Bernard, and Shandell Soumar.

Public Comment:

No members of the public were present. No public comments were made.

Executive Session:

No executive session was necessary.

Approval of Minutes:

Shandell made a motion to approve the amended minutes from the May 6 meeting. The amendment added the following statement to the May minutes: "Wendy made a motion to adjourn at 6:47 p.m.; Angie seconded; all approved." The motion to approve the amended minutes passed.

Director's Report:

See attached report.

Discussion Items:

Plant Swap and Book Sale:

The Plant Swap and Book Sale held on May 30 was successful, despite rainy weather. The event raised **\$214**.

Old Home Week Float:

Planning has begun for the library's float for Old Home Week. The July meeting will be important for finalizing the details.

Blueberry Festival:

The Blueberry Festival will be held on **Friday, July 31**. There will be two food vendors: Mexican cuisine and a Lyons-sponsored BBQ vendor offering pulled chicken, pulled pork, and hot dogs. Vermont Distillery is considering offering adult beverages. If they are unable to participate, another vendor is being considered.

Finances:

The library's finances are doing well. The library has surpassed its fundraising goal of **\$8,525**, with current fundraising totaling **\$15,657**, not including the Plant Swap proceeds.

Library Deck Proposal:

The library deck proposal will be submitted to the town to request bids. It was noted that the deck should be ADA accessible.

Approved 7-1-26

Budget Status Report:

The library was under budget in actual expenses. The librarian requested a new computer, as the current one is outdated.

Wi-Fi Hotspot:

The Wi-Fi hotspot was beta tested by the librarian and worked in most areas where internet access is otherwise unavailable. This was reassuring and exciting.

Policy Review:

The Board reviewed library policies. Shandell made a motion to approve the following policy changes:

- Combine Policy #13 and Policy #14 into one policy titled **“Pandemic or Public Health Closure and Reopening Policy.”**
- Under Policy #5, **“Hours of Operation and Closures Policy,”** clarify that when the town closes the building, the library is also closed.
- Under Policy #11, **“Personnel Policy,”** add **Juneteenth, June 19**, as a newly recognized federal holiday.
- Under Policy #16, **“Policy Review and Amendment History,”** add the line: **“Reviewed and Amended June 2026.”**
- Renumber the policies after the above changes are made.

Judy seconded the motion. All approved.

Next Meeting:

The next Board meeting will be held on **Wednesday, July 1, 2026, at 5:30 p.m.**

Adjournment:

Shandell made a motion to adjourn the meeting at **6:03 p.m.** Judy seconded the motion. All approved.

Respectfully Submitted,

Wendy Sergeant

Director's Report
Kristine Sweeter
June 3, 2026

❖ **Programming:**

Adult Craft Group – 3rd Thursday
Yoga - Mondays 6 pm
Book Group 2nd Wednesday 5 pm
Homeschool Group – Mondays 9-12 @ J'ville Church
*Knitting Group Drop-in – Wednesdays 2-4
*Life's Final Chapter – 2nd Saturdays 10 am – 12 pm

❖ **Specials:**

Halifax Community Club – (Bonnie Brown) Beech Leaf Disease – TBD
Plant Swap – Saturday May 30th – A great success \$219 even with bad weather.
Library Summer Camp June 22-26th – FULL – WAITLIST *Confirmations have been sent.
OHW – June 24-26th
Blueberry Festival Friday July 31st

❖ **Finances: 2025-2026 Fiscal Year**

- Account balance: M&T Money Mkt: \$78,332
Total Annual appeal - \$13,865 / FYTD \$15,657/ Goal \$8,525

❖ **Staff**

Kristine – vacation + working remotely 5/25 – 6/8
½ days week of 6/8

❖ **Misc.**

Library deck, awning request for bid process
Old Home Week 7/24-7/26
7/24 – Library Tent 12-5
7/25 – Parade

Wi-Fi hot spot has been tested and works great where T-Mobile service is available.