



**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.

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**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.

**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 The librarian requested a new computer, as the current one is outdated.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

Recruiting vendors (free participation)

- Allowing rummage sale setups
- Confirmation that the Halifax Ice Cream truck and Jacksonville Blues Band will attend

The library is seeking someone to provide food for the event. The Lions Club was asked if they are available. No special license is needed.

**Plant Swap – May 30**

Tanya Bernard will lead the Plant Swap. Discussion included tent availability and book sales during the event.

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### **Library Equipment and Licensing**

The library purchased a WiFi hotspot for patrons to borrow. All equipment loans are for one week at a time. The annual cost is \$129.

The library also purchased a one-year movie license for \$336. Normally this cost is covered through the Vermont Library System, but not this year.

Additional discussion included:

- Movies may only be shown indoors
- Outdoor movie licenses are one-time use and more expensive
- There are strict advertising rules and movie titles cannot be publicly advertised
- DVD and streaming copyright rules are very strict

### **Old Business**

#### **Family Bingo**

Family Bingo was very successful. Suggestions for future events included:

- More visual display options such as a large board
- Card flipping
- A projected back-screen counter
- Recognizing donors at the beginning of the event

### **New Business**

Discussion regarding revised policies and the library deck and awning bid process was deferred to the next meeting.

#### **Next Meeting**

The next meeting will be held on June 3, 2026 at 5:30 PM.

Respectfully Submitted,  
Wendy Sergeant

Director's Report  
Kristine Sweeter  
June 3, 2026

❖ **Programming:**

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

❖ **Specials:**

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

❖ **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 available.