



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

Board of Trustees Meeting

Minutes June 7, 2023

Present: Edie Brigham, Catherine Bell, Tanya Bernard, Kristine Sweeter, Wendy Sergeant

1. Call to order: 5:37 pm
2. No Public comments
3. May 3, 2023 Minutes, Approved; Edie motioned, Wendy seconded, all approved, no corrections.
4. Director's Report
  - a. Programming
    - i. Rhyme Time Mondays TBD Fall
    - ii. Adult Craft Group 3<sup>rd</sup> Thursday will continue through the Summer but not in June.
    - iii. Monday 6 pm Yoga Class will continue through Summer, but not on Independence Day and Labor Day holidays.
    - iv. EES Playground Wednesdays at 10:30 am will end the week of June 11.  
(If bad weather, they will meet in Town Hall or Library)
    - v. Homeschool Group Thursdays – on Summer Break
    - vi. Book Group 2<sup>nd</sup> Wednesday
  - b. Specials
    - i. Library Camp
      1. {K-2<sup>nd</sup> grade} 6/19-6/23 & {3<sup>rd</sup> – 5<sup>th</sup>} 6/26-6/30 10 am-2 pm  
(Maximum of 15 participants in each group)
      2. Registration through Wings Program (Partnership)
      3. Planned programming includes: Museum, Magicians, Storytelling
      4. 1 pm-2 pm open to the public, except for workshop days
      5. 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.)
    - ii. Blueberry Fest Friday, July 28, 4 pm – 7 pm
      1. Band has been booked: Jacksonville Blues Band
      2. Using Jacksonville Town's Trailer – confirm 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
      7. Each Board Member is to hang "Vendor Wanted" fliers
  - c. Preparing to pay for programming. The Library will be reimbursed by grant after the event, thus will appear that the budget has been overspent. However, the money will be reimbursed in next year's budget 2023- 2024, appearing as a surplus.
  - d. Library has enough money for 3 more backpacks and a "Backyard Kit." Kristine will buy/assemble the necessary materials.

- e. Grants
    - i. V.T. Afterschool Awarded \$12803.48 for Library Camp, Scheduling Presenters, Educators
    - ii. VT Capital Project Grants
      - 1. Attended VLA conference - Completed
      - 2. "Needs Assessment" was completed; awaiting feedback regarding eligibility for funding and application.
  - f. Fundraising
    - i. Plant Swap \$163
    - ii. Annual Appeal 2022-2023 = \$10,305 (cost of appeal approx. \$750-800)
    - iii. Fundraising Goal: \$8525
    - iv. Fundraising for 2022-2023 = \$14,312
  - g. Account balance: \$38,613; M&T Bank Money Mkt Account = \$11,823
  - h. Staff
    - i. Kristine's Vacation June 14, July 5, 7, August 28- September 6.
    - ii. Lois' Vacation July 8-17, August 12-21
    - iii. Lisa TBD
  - i. Review Holiday Policy
    - i. Independence Holiday, Municipal Offices are closed on Monday, July 3, and July 4
    - ii. In the policies: Holidays are observed, and benefits will be paid if the holiday falls on a regular library operating day or is officially observed on a regular library operating day. i.e., Federal holidays falling on Sunday are observed on Monday.
    - iii. The board voted that the Library will be closed on July 3rd and 4th following the town hall observances.
5. New Business:
- a. Elect Officers: Chair, Secretary; Tabled until next meeting since not all board members were present. Chair Edie Brigham and Secretary Kristen Breeden will continue their roles until an election is held.
  - b. House Plant Clipping Swap (Idea from Hookset NH Library)
    - i. House plants clipping in water in glass jars, no soil
    - ii. Free exchange
    - iii. Books and Information regarding plants around them
    - iv. Tanya volunteered to start the program
6. Old Business
- a. Plant Swap Saturday, June 3, 9 am – 2 pm; successful \$163 for a "cold and rainy day."
  - b. Anticipating upcoming specials:
    - i. Vermont Afterschool Grant /Library Camp 6/19-6/30
    - ii. Blueberry Fest 7/28/2023
  - c. 2023 – 2026 Strategic Plan
    - i. Expanded to more specific actionable goals
    - ii. The expectation is that Board Members will review the new draft for the next meeting
7. The next meeting is August 2<sup>nd</sup> at 5:30 pm at the Library (No Meeting in July)
8. Motion to Adjourn @ 6:05 pm Tanya motioned, Cathy seconded, and all approved
- 9.

Director's Report  
Kristine Sweeter  
June 7, 2023

- ❖ Programming:
    - Rhyme time Mondays – **TBD Fall**
    - Adult Craft Group 3rd Thursday
    - Monday Yoga class 6 pm
    - EES Playgroup Wednesdays 10:30 am @ **Town Hill/ Library in bad weather**
    - Homeschool Group Thursdays – **on summer break**
    - Book Group 2<sup>nd</sup> Wednesday
  
  - ❖ Specials:
    - Summer Reading:
      - “All Together Now!” Summer Camp 6/19 – 6/30
      - Blueberry Festival Friday July 28<sup>th</sup>
  
  - ❖ 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:
    - Plant Swap \$163
    - \*2022-2023 Annual Appeal – \$10,305
    - (cost of appeal approx. \$750-\$800)
  
  - ❖ Account balance: \$38,
    - Fundraising Goal: \$8,525.00 / 2022-23 fundraising: \$14,312 (\$10,305 appeal)
    - M&T Bank Money Mkt Account \$11,823
- Staff
- Kristine Vacation: June 14, July 5 & 7 & Aug 28- Sept 6
  - Lois Vacation: July 8 – 17 & Aug 12-21
  - Lisa TBD
- ❖ Review holiday policy:
    - Tuesday July 4<sup>th</sup>, Municipal Offices are closed Monday July 3<sup>rd</sup> and July 4<sup>th</sup>.

\*Holidays are observed and benefits will be paid if the holiday falls on a regular library operating day or is officially observed on a regular library operating day. i.e.: Federal holidays falling on Sunday are observed on Monday.