



Whitingham Free Public Library
P.O. Box 500

Board of Trustees Meeting
Minutes August 2, 2023

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

1. Call to order: 5:45 pm
2. No Public comments
3. June 7, 2023 Minutes, approved; Wendy motioned, Catherine seconded, all approved, no corrections.
4. Director's Report
 - a. Programming
 - i. Rhyme Time Mondays TBD Fall
 - ii. Adult Craft Group 3rd Thursday ON HOLD until September
 - iii. Monday 6 pm Yoga Class will continue through summer, but not on Labor Day holidays.
 - iv. EES Playground Wednesdays at 10:30 (If bad weather, they will meet in Town Hall or Library)
 - v. Homeschool Group Thursdays – on Summer Break
 - vi. Book Group 2nd Wednesday
 - b. Specials
 - i. Thursday 8/3 @5:30pm Power of Dignity with Voices of Hope (A community discussion about addiction and substance use.)
 - ii. Wednesday 9/3 @ 6pm Visiting the Beyond: An Interactive Paranormal Investigation
 - iii. Saturday 9/23 Children's Harvest Party – Tent
 - iv. Tuesday 10/31 Halloween
 - v. Saturday 12/16 Children's Holiday party - Tent
 - c. Grants
 - i. V.T. Afterschool Awarded \$12803.48 Final Report Submitted
 1. May reimbursed received \$826.72
 2. June \$6,616.33 (supplies, salaries)
 3. July \$2,292.67 (enrichment program)
 4. Outstanding – need an invoice to reimburse Wings for the teen counselor.
 - ii. VT Capital Project Grants
 1. Attended VLA conference - Completed
 2. "Needs Assessment" was completed; awaiting feedback regarding eligibility for funding and application.
 - iii. Windham Foundation Grant -2024 summer camp enrichment - applied
 - d. Fundraising
 - i. Annual Appeal 2023-2024 (cost of appeal approx. \$750-800) Printing in process, grand lists requested, need to order envelopes. We will use the town folding machine.
 - ii. Flyer "Library Happenings" to send in the appeal. Approved by the board (Motion to use Wendy, Seconded by Catherine, all approved)
 - iii. Fundraising Goal: \$8,525
 - iv. Account balance:
 1. M&T Bank Money Mkt Account = \$32,942.75
 2. 6/29/2023 check # \$10,190.92 to balance 2022-2023 budget
 3. VT Afterschool Reimbursement \$7,443.05 [grant], (Actual Library funds use were \$2,747.87)

- e. Staff
 - i. Kristine will be at Museum Camp 7/31-8/11 (working remotely)
 - ii. Kristine's Vacation 8/28-9/6
 - iii. Lois' Vacation August 12-21
 - iv. Lisa TBD
- 5. New Business:
 - a. Elect Officers: President, Secretary; Tabled until next meeting since not all board members were present. President Edi Brigham and Secretary Kristen Breeden will continue their roles until an election is held. (Wendy Sergeant has been filing in the role of secretary for the last three meetings.)
 - b. 2022-2023 Final Budget Review
 - i. Revenues: Projected \$82,596; Actual \$84,261.92
 - ii. Expenditures: Projected: \$85,134; Actual \$86, 799.92
 - iii. The difference is a carry-over from years past of \$2,538
 - c. 2023 Annual Appeal (cost of appeal approx. \$750-800) Printing in process, grand lists requested, need to order envelopes. We will use the town folding machine.
 - i. Each board member is expected to help stuff envelopes
 - d. Mark Calendars for Tentative Dates
 - i. Saturday 9/23 Children's Harvest Party – Tent
 - ii. Tuesday 10/31 Halloween
 - iii. Saturday 12/16 Children's Holiday party - Tent
 - e. Halloween – Defer to the next meeting
- 6. Old Business
 - i. Library Camp
 - 1. "Big Success!"
 - 2. {K-2nd grade} 20 children & { 3rd – 5th} 10 children
 - 3. Wings Counselor, Teen Counselor "Awesome Volunteers"
 - 4. "Amazing" Enrichment programs: Museum, Magicians, Storytelling
 - ii. Blueberry Fest
 - 1. "Amazing"
 - 2. Estimated 300 people, 20 blueberry kids crafts/face painting
 - b. 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 September 6th at 5:30 pm at the Library
- 8. Motion to Adjourn @ 6:10 pm Wendy motioned, Catherine seconded, and all approved

Director's Report
Kristine Sweeter
August 2, 2023

❖ Programming:

Rhyme time Mondays – **TBD Fall**

Adult Craft Group 3rd Thursday – ON HOLD September

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 2nd Wednesday

❖ Specials:

Summer Camp – big success! 30 kids attended

Blueberry Festival – 20 blueberry kids crafts face paint estimate 300 people

Thursday 8/3 5:30 - Power of Dignity w/ Voices Hope

Wednesday 9/13 6 pm - Visiting the Beyond: An interactive paranormal investigation

Tent- Saturday 9/23 Children's Harvest Party

Tuesday 10/31 Halloween

Tent – Saturday December 16 Children's Holiday Party

❖ Grants:

*VT Afterschool: **Awarded \$12,803.48 – Final Report Submitted**

-May reimbursed received \$826.72

-June \$6,616.33

-July \$2,292.67

Windham Foundation Grant – 2024 summer camp enrichment

❖ Fundraising:

2023-2024 Annual Appeal – Printing in process, grand lists requested, need to order envelopes, will use town folding machine.

(cost of appeal approx. \$750-\$800)

❖ Account balance:

Fundraising Goal: \$8,500/ M&T Bank Money Mkt Account \$32,942.75

6-29-23 chk #105 \$10,190.92 to balance 2022-2023 budget

VT Afterschool Reimbursement - \$7443.05 (\$2,747.87 actual library funds used)

❖ Staff

Kristine Museum Camp 7/31-8/11 (working remote)

Kristine Vacation: Aug 28- Sept 6

Lois Vacation: Aug 12-21