



Whittingham Library Board of Trustees Meeting Minutes

September 17, 2025

5:45 pm Meeting called to order.

The September 6th meeting was canceled due to a lack of trustees and was rescheduled for September 17th.

In attendance: Director- Kristine Sweeter; Trustees: Mark Halverson, Wendy Sergeant, Judy Bernard, Angie Dornburgh

No Public Comments

Wendy made a motion to approve the August minutes, Judy seconded, all approved.

Director's Report – See attached report

Discussions:

Kristine explored options within the community to ensure the annual Halloween Specials could continue. Because construction has made the library inaccessible to the public, this year's events will take place in Jacksonville. The pumpkin contest will not be held. The Trunk-or-Treat will be held in the Rt. 112 parking lot, and the Haunted House will be set up at Engle House across the street. Kristine also confirmed that the certificate of insurance will cover these off-site events.

The Holiday Kids Bazaar is scheduled for either December 6, 2025, or December 13, 2025. We are requesting additional donations, with a particular need for items suitable for men.

Carpet cleaning is planned for the week of Thanksgiving; however, a company has not yet been secured to perform the work.

Kristine researched options for awning {to the potential deck}, with an estimated cost of approximately \$14,000. Funding should be sufficient to cover both the deck and the awning. The deck installation will require approval from the town.

Kristine and Lois will prepare the mailings for the annual appeal. However, the large machine used for printing and folding cannot be removed from the library. Wendy made a motion to outsource the printing and folding, giving Kristine the discretion to proceed if it is cost-effective. Judy seconded the motion, and it was unanimously approved.

Wendy made a motion to adjourn the meeting at 6:06pm. Judy seconded, all approved. The next meeting is October 1, 2025 online.

Director's Report
Kristine Sweeter
September 17, 2025

❖ **Programming:**

Adult Craft Group – no october
Yoga Mondays 6 pm – October zoom
Book Group 2nd Wednesday 5 pm - TBD

❖ **Specials:**

Halloween: TBD
Trunk or Treat in the Rt 112 parking lot
Haunted House @ Engle House

Holiday Kids Bazaar – 12/6/2024

❖ **Finances: 2025-2026 Fiscal Year**

- Account balance: M&T Money Mkt account balance \$62,142
- Deposits: 8/21 \$175

DV Fiber

-scheduling installation

- Consolidated cost:

\$250 internet

\$64 – phone

\$314

- DV Fiber cost

\$130 internet

\$20 phone

\$150

Savings: \$164 per month

❖ **Staff: Remote 9/29/2025 – 11/3/2025**

Kristine - annual appeal, state report, planning, emails, webinars, payroll & acct's payable prep and submission, book orders, Halloween

Lois – collecting mail, processing new books, annual appeal

Lisa – homeschool library group

❖ **Misc. –**

- **Municipal Ctr. closing** (estimated 4 weeks) for culvert construction
9/29 – 11/3

- Deck with awning instead of addition? – attending selectboard meeting 9/17

- Carpet cleaning recommendations