



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

September 2, 2020-Draft minutes

Board of trustees meeting with social distancing and masks required.

6:10 PM Call to order

In attendance Marianne, Catherine Bell, Edie Brigham, Kristine Sweeter, Helen Krzeminski

No public comments

Cathy made motion to accept July's minutes, Edie seconded the motion, and all were in favor.

Kristine discussed the success of movie nights and summer reading program. Also that we are at half of what we would be(pre –covid)on statistics of circulation. There has been an average of 20 patron visits/day since opening on July 27, 2020.

Carter Stanley Blue Grass musician program is rescheduled for October.

Select board approved Community Art Project: Prayer flags (M Phelps is coordinator). Information and materials can be obtained at the library.

Ping pong will begin on 9/22/20

Kristine discussed parents who homeschooling are being able to utilize the library. As of now, we have one cohort for one hour a week.

Waiting for request to upgrade heat pump cooling system and air circulator, made to select-board. Windows will be stained through the town. Kristine applied for grants, through Microsoft to help with the costs of upgrading staff laptop. Value of \$1,200.

It was decided to wait for an annual appeal until next year.

Estimated loss of fundraising, due to Covid is at about\$ 5,500.

There was discussion about doing a "Drive-Thru Halloween" . It will be discussed further at October's meeting.

It was decided to expire the appointment of a library trustee to approve checks to be sent to Town Treasure. Kristine will continue to sign approvals.

Updated Job Description for Director was reviewed and Helen mad a motion to accept as is and Marianne seconded the motion. All were in favor.

A motion was made to adjourn at 7:16 PM by Edie and seconded by Cathy. All were in favor

Submitted

Helen Krzeminski

Librarian's Report
Kristine Sweeter
September 2, 2020

❖ Staff

Kristine – working in library, remote if necessary

Lois- 22 hours in library Tues-Sat

Gina – per diem

-Director's Job description draft attached

-procedure manual to review

❖ Statistic

Since opening 7/27/20 – 8/31/20

Circulation - avg. 23 items per day

Patron visit – avg. 20 per day

-drive-in movies – avg 30 people each x 3 = 90

-summer reading 24 children per week x 6 = 144

❖ Programming

-Carter Stanley Blue Grass musician program reschedule for October *most likely will cancel

- Google Webinar Tuesday & Thursday September

- Community Art Project: Prayer Flags – select board approved (M Phelps coordinator)

- Ping Pong select- board approved begin 9/22/20 Tuesdays 10 am – 12 pm

- Craft Group – select-board approved 4th Saturday

❖ Equipment / maintenance

- requested upgrade to a heat-pump cooling system and air circulator: select-board will get estimate and consider

- windows will be stained through the town

- awaiting an estimate for 2nd Staff laptop upgrade

❖ Fundraising

- selling tickets for saws with a drawing date 12/14

- consider annual appeal

- estimated loss of fundraising revenue due to covid \$5- \$6,000.00

- Money Market Balance \$18,800.00