

Approved October 2, 2024



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

Whitingham Free Public Library Board of Trustees Meeting Minutes

September 4, 2024

Meeting called to order at 5:32pm

In attendance Tanya Bernard, Mark Halverson, Shandell Soumar, Maryanne Johnson, Judith Bernard, Kristine Sweeter- Director

Mark Halverson took the minutes due to the absence of Secretary Wendy

Sergeant. Public comments: None.

Shandell Soumar made a motion to approve August 14, 2024 Minutes. Maryanne Johnson seconded, all approved.

The 2024-2025 Annual Appeal document was reviewed. Maryanne Johnson made a motion to approve the annual appeal. Mark Halverson seconded. All approved the annual appeal.

Director's Report – See attached report.

Executive Session – the board of trustees entered an executive session at 5:39pm to evaluate the performance of the Library director. The board of trustees exited the executive session at 6:14pm.

Mark Halverson made a motion to adjourn the meeting at 6:15pm, Shandell Soumar seconded it, all approved.

Next Meeting is October 2, 2024

Draft

Director's Report
Kristine Sweeter
September 4, 2024

❖ Programming:

Story Hour – considering 1 Saturday per month story hour.

Adult Craft Group – 3rd Thursday 10:30 am

Yoga Mondays 6 pm

Homeschool Group – To meet for the 2024-2025 school year once per month on a Tues. or Wed. -the group will also be using library STEAM backpacks and Lego Machine Kits. (acquired through a previous grant) Book Group 2nd Wednesday 5 pm

❖ **Specials:**

Sunday September 29th 2 pm - In the Shadow of the Big Red Eye – The Bigfoot Experience with Mike Familant Live
- Bigfoot researcher, YouTube channel show, recommended by other VT libraries \$350

Halloween Event – Thursday October 31st.

Jack-o-lantern contest, Trunk or Treat and Haunted Library walk-thru.

Pumpkins to be acquired through Hicks Family Farm, Charlemont MA. Cost TBD – Lion's Club to reimburse for ½.

2024 VT Reads – November – community book discussion in partnership with Pettee Memorial Library.

Possible author visit.

❖ **Grants:**

Fiber-connect Grant – -received \$17,000

-4/18 – Equipment upgrade deposit (\$1235.57) First Choice Svc.

-7/23 – Equipment install balance (\$1235.56) First Choice Svc.

-Grant Balance \$14,528.87

_ **VTLib Capital Project Grant** – Submitted 3-12-24 **TBD- STILL WAITING**

Public Facilities Preservation Initiative Grant for small rural libraries – Fall 2024

❖ **Finances:**

Fundraising: 2024-2025

2024-2025 Annual Appeal – Attached

-Trustees: please review and approve attached proposed annual appeal.

-Traditionally, our current town report is used as our annual appeal with pics of events on opposite side.

-Needed: volunteers to fold appeal and stuff envelopes

Account balance: M&T Bank Money Mkt Account \$46,727

❖ **Trustee's**

-Aug. 14, 2024 Trustee meeting recording failed due to technical difficulties. We will in good faith continue to attempt to record and post meeting recordings per open meeting law.

-First troubleshooting will be to try the paid version. The Microsoft Team Meeting paid subscription is the least expensive between Zoom and Google Meet. - 2nd troubleshoot will be an audio recorder.

- Judy Bernard was officially appointed by the select-board to complete Cindy Holveck's 24-25 year until Town Meeting 2025. At which time, Judy may choose to run for the remaining 2yrs to complete Cindy's full term. - Trustee's to discuss and complete Director's annual review in Executive Session. Once completed, Tanya Bernard, Trustee Chair, will then present and discuss the completed review with the Director.

❖ **Staff**

-Annual Staff reviews to be completed by the Library Director by Nov. 30, 2024.