

Draft



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 Sargent.

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, Shondell Soumar seconded it, all approved.

Next Meeting is October 2, 2024

Director's Report  
Kristine Sweeter  
September 4, 2024

❖ **Programming:**

Story Hour – considering 1 Saturday per month story hour.  
Adult Craft Group – 3<sup>rd</sup> 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 2<sup>nd</sup> Wednesday 5 pm

❖ **Specials:**

Sunday September 29<sup>th</sup> 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 31<sup>st</sup>.

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. - 2<sup>nd</sup> 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.