



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

Whitingham Free Public Library
May 8, 2019
Trustee meeting
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Called to order at 6:20

Mary Ann Cheveralls, MA Johnson, Cathy Bell, Tyler Colford and Kristine Sweeter, Director were present

- Public Comments - none
- Adjustments to Agenda – none
- Approved April Minutes: MA made a motion to accept the minutes as amended, Maryann seconded, MA, Maryann and Tyler; Cathy ab. Minutes were accepted as amended
- Librarians report
 - Kristine is combing through the patron addresses for the annual appeal
 - **Programs:**
 - Composting program will happen on June 17 by Cathy Bell and Karen Pratt
 - Eric Carle field trip happened on the 6th – WFPL provided books for each child
 - The summer reading program is kicking off May 17th: universe of stories- TVES & Halifax School
 - The library camp will remain the same with the addition of an extend hour on Mondays 11-3 as our program expansion will not happen due to VT Afterschool Grant falling through
 - Wings Summer Camp: WFPL partnering with Pettee library to provide Mad Science stage show “Destination Moon” on July 17th and Encore Theater Performance on July 25th
 - Serenity Circles- Hula hoops and bubbles and Taradiddle, scheduled but not yet confirmed for Library Camp
 - Saturday story hour will be moved to town hill, called Stories in the park June-September (weather pending)
 - Kristine will be attending the VLA 2019 trustee and friends conference on Tuesday May 21st Funding Fundamentals, Fundraising beyond book sales, Recruiting and retaining board members. Accommodations have not yet been booked.
 - Lois is going on vacation May 18-25th
 - Kristine and Gina have been accepted into the VT early literacy initiative library training on Wednesday June 12th
 - The library’s director job description has been updated, the other positions still need to be updated. We will make Amendments and vote to accept the updated descriptions at the next meeting
- Tyler is looking at going to the SoVT 3rd annual Southern Vermont Economy Summit on May 23rd
- Policies: Maryann recommended changes; the sick and personal days, for clarification, add that vacation days must be used if after the sick days have been fully used; separate sick and personal time, up to 20 banked days, after which vacation days can be used... we will vote on policy changes next month



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- Old Business
 - Officer Election Chair/ Secretary - will be tabled until next month
 - Annual Appeal Update
 - Stolen Laptop Update - N/A
 - Whitingham Economic Development Partnership
 - Open Mic night -we can barrow the town meeting PA equipment

- New Business Librarian Review- will be tabled until next meeting
- Executive Session as necessary - N/A
- MA made a motion to adjourn at 8:10, Cathy seconded, everyone was in favor

Librarian's Report

Kristine Sweeter

May 8, 2019

❖ **Fundraising:**

2019 Annual Appeal – Whitingham G.L. label ready, Halifax G.L. in process, remit env. ordered
Plant Swap Saturday June 1st 9-2

❖ **On-going Programming:**

Book Group 1st Monday 5:00 1st Monday

EES Playgroup –Thursdays 10-11:30 am

Monthly Movies – 4th Thursday 7 pm

Craft Group – 4th Tuesdays 10:30-12

Herbal Group – 2nd Sundays 2:30

Story Hour Saturdays 11 am

PING PONG for seniors Tuesdays 10 am

❖ **Special Programs/Events**

Eric Carle Field Trip – Partnered w/ Pettee WFPL provided books for each child \$131

2019 Sumer Reading - “Universe of Stories”

Summer Reading Kick-Off – Stephen Coronella, Musician and Story Teller

TVES May 17th 8 am (\$75 each partner with Pettee) Halifax May 17th 10 am (150)

6 week library camp Monday's July 8-August 13th 11-3 (extended 1 hour)

Story and circle Time with Kelso a Registered Therapy black lab with Pet Partner's. Free

Free lunch with FDA Summer Food Program – partner w/Lonnie Paige-Twin Valley/WINGS Food Director

Hula Hoops & Bubbles & Taradiddle (not confirmed)

WINGS: Mad Science Stage Show Destination Moon July 17th 1pm – Partner with Pettee (\$190 each)

Summer Encore Theater “Sun Moon and Stars” July 25th 1:30 pm (\$200)

2yr Grant through Vermont After School Update: did not receive

Dept. Libraries Summer Performer Grant \$200 – did not apply/late application release- missed deadline
(negotiated excellent performance fees and partnerships to cover loss.)

- Applied for A Google Partnership for Grow with Google – Still awaiting approval

❖ **Staff**

Kristine Tuesday May 21st VLA Conference

Lois Vacation May 18-May 25th

Kristine / Gina accepted into the Vermont Early Literacy Initiative VELI Library Training-Wed. June 12th

Introducing STEM and Common Core Standards into children's and family programming

In the process of writing updated Staff Job Descriptions for procedure manuals

❖ **Treasurer Report –**

Money Market Account Balance \$21554

Deposit 4/11 210

Deposit 5/6 214