



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

Trustee Meeting June 5, 2019

*Draft Minutes

Call to Order 6:15 PM

In attendance : M.A. Johnson, Helen Krzeminski, Edie Brigham, Maryann Cheveralls, Catherine Bell and Kristine Sweeter, Director

Public Comments N/A

M.A. moves to approve May 2019 meeting minutes, Cathy seconds M.A., Cathy, Maryanne approve, with Edie, Helen abstaining.

Librarian's Report:

Fundraising: Annual Appeal- Whitingham list completed and ready to mail, Halifax still in progress, both should be mailed before next meeting at a mailing cost of about \$450.00, trustees sign check order for mailing.

June plant swap brought in \$193.00

On-going Programs: Ping Pong coordinator reports an increase in participation.

Special Programs: Composting 101 to be held June 17th @ 7PM to cover VT new composting laws, how it will work at the Whitingham Transfer Station and other options for residents. Also, discussed a possible community composting site at the Municipal Center.

2019 summer reading program, Universe of Stories, kicks off at Twin Valley and Halifax Schools

Partnerships: Applied for Grow with Google and awaiting reply, applied and approved for Scholastic Literacy Partnership for discounted books and specials at no cost to us and applied and approved for Mass. Higher Ed. Consortium for discounts in purchasing library supplies and books.

Staff: Kristine attended VLA conference and will attend Whitingham EDG meeting. Gina will attend VT Early Learning library training on June 12th.

Treasurer Report: Learned about and discussed the Lincoln Sawyer Trust and how it may affect future library funding. Approve checks for appeal remit envelopes and Town of Whitingham budget balance.

Old Business: Officer Election Helen moves to nominate Tyler for Secretary, Cathy seconds, all approve. M.A. moves to nominate Maryann for chair, Edie seconds, all approve.

Policies and Procedures: Edie moves to approve change in sick day policy discussed at May meeting to allow banking of up to 20 sick days, after which vacation days must be used, M.A. seconds, all approve.

Librarian job description and review: We will use existing review form for this years' Librarian's review and will work to update form based on Librarian's job description.

Open mic night still in the works possibly to be held in the fall.

New business:

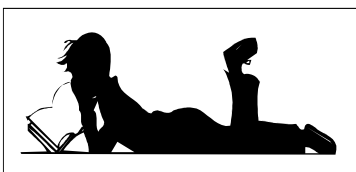
No July meeting-, summer break, August meeting, Aug.7 at 5PM, will do Librarian's Review

Book Sale Oct. 12/13....help for set up on Fri 10/11/19. Possibly hold an "early bird" special on Sat. with coffee and coffee cake and/ or bring your own bag to fill.

Will participate again in Halifax's community celebration in Sept. Kristine will contact Patty Dow for details.

Edie Moves to adjourn at 7:50 PM, M.A. seconds all approve.

Respectfully submitted,
Catherine Bell



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Librarian's Report

Kristine Sweeter

June 5, 2019

❖ **Fundraising:**

2019 Annual Appeal – Whitingham Done ✓, Halifax in process
Plant Swap \$193

❖ **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 June **CBD Salve
Story Hour Saturdays 11 am
PING PONG for seniors Tuesdays 10 am

❖ **Special Programs/Events**

Compost 101 June 17th 7pm
2019 Sumer Reading - “Universe of Stories”
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
WINGS: Mad Science Stage Show Destination Moon July 17th 1pm – Partner with Pettee
Summer Encore Theater “Sun Moon and Stars” July 25th 1:30 pm

❖ **Partnerships**

Re - Applied for A Google Partnership for Grow with Google – awaiting response (no cost)
Applied / approved for Scholastic Literacy Partnerships offering discounted books and monthly specials
(no cost)
Applied / approved for MHEC **The Massachusetts Higher Education Consortium (MHEC) is a nonprofit purchasing consortium** For discounts on library supplies, books, periodicals and other (no cost)

❖ **Staff**

Kristine - attended VLA Conference – Good networking event, excellent info on open meeting laws, board management, and fundraising. A VTLib trustee training scheduled for July 10th 6pm .
Gina - 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 and annual reviews

❖ **Treasurer Report –**

Money Market Account Balance \$21,876.00
Deposit 6-5-19 \$321
*check #241 approval SPC Printing remit envelopes/ annual appeal \$470
*check #242 approval Jacksonville Post Master approx \$450 (2018 - \$436)
*check #243 approval Town of Whitingham balance 2018-2019 budget approx \$8,000-8,775
(2018 - \$7,934.00)