



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

Whitingham Free Public Library
Trustee Meeting Approved Minutes

Sept.11, 2019

Approved on October 2, 2019

Call to order 5:15 PM

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

Public Comment: N/A

MA moves to accept Aug. minutes as amended, Helen seconds. All in favor.

Librarian's report:

Oct. 12/13 book sale...need volunteers for set up on the Thurs. or Fri. before, to be there on Sat. and Sun and break down on Sun.

Working on a Holiday gift Raffle....basket with items someone could keep or use for gifts...soliciting items for the basket and plan to sell tickets at the library's Halifax days table (Sept.28) and Oct. book sale as well as at the library. Tickets will be \$1.00 ea or 6/\$5.00, drawing will be early Dec.

Ongoing Programs:

Book Club's meeting Oct.6 at 5:00 PM will feature *Where the Crawdad's Sing* and will be a taste testing event. Story Hour on Sat. mornings has not been well attended so it will become a once a month 2 hr program featuring activities, crafts, free lunch and movies

Old Business:

Open Mic Night Sept.19, 6-9PM Gina will MC, volunteers to help with set up, refreshments and clean-up. Tyler to help with tech.

Halifax days set up 8:00AM will feature "Old Fashioned" activities. i.e, bobbing for apples,

Deerfield Farmers' Day Fair - Craft group won Best in Show

Halloween Party with the Lion's Club Thursday Oct. 31.

Dec. event Celtic Christmas featuring Jeff Snow

New Business:

Oct. meeting ...Draft budget/ budget review

2020 annual report

MA moves to adjourn at 5:55PM, Edie seconds.

Next meeting: Wednesday October 2nd at 6pm.

Respectfully submitted,
Catherine Bell

❖ **NEXT MONTH:** October 2020-2021 Budget and Town Report review and approval

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Trustee Training Notes:

Sept. 11, 2019
6:00 PM

In attendance: Helen Krzeminski, Maryann Cheveralls, MA Johnson, Edie Brigham, Catherine Bell, Kristine Sweeter, Director and Lara Keenan, Consultant VT Dept. Libraries

-Review of roles and responsibilities of trustees:

-Well-being of the Library

-Understand community needs...free access to information, find areas of interest

-Avoid conflicts of interest, operate separate from the select-board, understand open meetings law/executive session.

-Resilience in the future.

-Set policies, understand laws

Fiduciary responsibilities: fundraising and donor development

Large gifts and/or Bequeaths would possibly be put into an endowment fund with a nonprofit such as the Vermont Community foundation....may have a "designated funds" or other types of gifts such as Real Estate

A gift acceptance policy and record keeping would help with both fundraising and setting up a trust

Board Planning:

Look at strengths of board members and look to recruit people to complement what you have.

Look for community connections....getting books out to people who may not be able to come to the library....partner with other organizations such as meals on wheels.

Volunteer policy:

Not eliminating paid staff with volunteers

Volunteers should be consistent

Clear money policies

Concerning children:

Ratio of children to adults during children's activities

Age for Children using the library unattended (8)

Have a designation with emergency numbers, etc

Know the liabilities

Possible background checks