

Whiting Library, Chester, Vermont
Regular Meeting of Board of Trustees
Meeting Notes – December 16, 2025

- 1 In attendance at the Whiting Library Suzy Forlie Room: Gail Zachariah, Lyn Smith, Penny Benelli, Matt
2 Gorsky. Zoomed in: Lora Cokolat, Donna McNeill-Hudkins Absent: Chris Burkes
- 3 Public Attendance: None
- 4 Matt called meeting to order at 6:33 PM.
- 5 **Additions to the Agenda:** Re-Drafting of Personnel Policy, move to New Business.
- 6 **Approve Minutes** from November 18, 2025 Meeting – motion to approve, seconded, no discussion,
7 approved.
- 8 **Treasurers Report** – Lora went through Treasurer’s Report.
- 9 Total Revenue through November 30, 2025: \$172,693
- 10 Total Payroll Expenses through November 30, 2025: \$116,577
- 11 Total Other Expenses through November 30, 2025: \$84,226
- 12 Assets:
- 13 Petty Cash: \$100
- 14 Due To/From Other Funds: \$88,932.59
- 15 M&T CD: \$29,269.61
- 16 M&T Wealth Management Account: \$202,211.18
- 17 Total Assets: \$320,513.38
- 18 Revenue Highlights:
- 19 ● Book Sales: \$7,909 (goal is \$7,000)
- 20 ● Non Resident Fee: \$798 (goal is \$3,200)
- 21 ● Fundraising: \$13,917 (goal is \$9,486)
- 22 ● Donations: \$1,546 (goal is \$6,750)
- 23 ● Grants: \$32,697 (goal is \$3,171)
- 24 On the expense side, some items to highlight: Note, for some of the funds we’ve been
25 using grant money, especially when it looks like we’ve overspent what we’ve budgeted
26 for.
- 27 ● Administration: \$14,240 (we’ve budgeted \$2,330)
- 28 ● Books & Materials : \$11,762 (we’ve budgeted \$11,050)
- 29 ● Programs: \$11,595 (we’ve budgeted \$2,250)
- 30 ● Equipment & Technology: \$20,213 (we’ve budgeted \$1,200)
- 31 ● Repairs, Maintenance: \$5,922 (we’ve budgeted \$800)

32 ● Cleaning Charges: \$6,600 (we've budgeted \$7,800)

33 Other Items:

34 \$1,822.94 of Wilmington Trust Funds were distributed in February, May, and August

35 2025 for a total YTD distribution of \$5,468.82

36 The final Wilmington Trust Fund check came now in December to be posted in

37 December.

38 Lora will check on the CD and renew it for 2026.

39 **Director & Youth Librarian Reports -**

40 Contractors are still working on the building, it starting to look nice.

41 Deadline to get information to the Town for the Town report is some time in January. Gail will check
42 with the town.

43 Have to move the Director's office as it can't be where there is a fire exit (per Fire Marshall). Something
44 about not having any rooms that close?

45 Matt things we should re-visit having someplace for telehealth calls that can be private. Gail mentioned
46 that they have "pods" that we could look into.

47 We should follow up on Snow Guards for the roof (to prevent the snow from sliding down onto the
48 ramp). Also still have to check plumbing, toilets etc. Could be part of the grant to improve buildings?

49 Still have problems with the lights outside.

50 Gail has to file her report to the Vermont Library Association, we're 18 months behind.

51 Gail will attend the Andover Meeting along with Penny and Matt on December 22nd.

52 **Fundraising -**

53 November 2024 mailing donations received so far in 2025 - Total: \$13,712.00

54 Still have to create cards for our donors that have contributed over \$100. (approximately 60) to send out
55 separately with notes. Last year the cards were created on Snapfish. Lyn set this up. Donna will put
56 together the list to send to. We will distribute to the board and ask that people hand address with
57 personal notes.

58 **Policy** – Penny is editing the Personnel Policy. Donna will get it into Word Perfect to make it easier for
59 Penny to fix. She should have done by next month's meeting.

60 **Old Business** – None

61 **Motion to enter Executive Session (1 V.S.A. § 313)** to discuss Personnel issue. Motion seconded and
62 approved. Entered Executive Session at 7:50 PM

63 **Motion to Exit Executive Session** to discuss Personnel issue. seconded and approved. Exited Executive
64 Session at 8:27 PM

65 No actions taken after Executive Session

66 **Public Comments** - None

67 Motion made to adjourn meeting. Seconded and approved.

68 Adjourn meeting at 8:28 PM

69 Next Regular Meeting is January 20, 2026.