

**Whitefield Public Library
Board of Trustees Minutes*
December 1, 2025**

The meeting was called to order at 10:00am.

Attendees: Courtney Vashaw, Judy Gessner, Mary Ellen Cummins, Cathy Atwood, Katy Kopp, Diane Ash, Sondra Brekke, Jeanne Burdette, Suzy Colt, Brian Cummins

Public Hearing on unanticipated funds

The LIBRARY BOARD OF TRUSTEES gave notice, which was published in the Coos County Democrat on November 19, 2025 and at the library, of a Public Hearing to be held today, December 1, 2025 @ 10 am, regarding the acceptance of unanticipated revenue in the amount of \$10,000 from the foundation established by Andrew Carnegie, per RSA 202-A:4-c.

“Is there anyone here who would like to speak at this public Hearing?”
“Hearing none, the public hearing is now closed.”

Judy made a “Motion to accept the unanticipated funds in the amount of \$10,000 from the Carnegie Foundation, in accordance with RSA 202-A:4-c. These funds are unrestricted funds to be used at the discretion of the library trustees and are accepted with deep gratitude to the foundation.”
Cathy seconded the motion and all were in favor.

Cathy moved to approve minutes from November 3, 2025. Sondra seconded and all agreed. Mary Ellen said she prints out the latest minutes and inserts in the binder located on the top shelf near the reception desk in the library for public access. The link to the online minutes are always emailed to the board for review after a meeting when completed.

Reports:

Facilities (No action needed)

- Courtney reported there is no word yet from the diocese. There are bi monthly meetings with project manager, architect and construction management firm. Trustees are welcome to participate.
- We need to winterize/frost protect the ground. The slope of the hill has been the dilemma.

Financial (No action needed)

- LOI (Letter of Interest) submitted for 1772 grant-\$10,000 for building project, requires 1:1 match, but existing committed funds will cover it.
- In the works: ALA Disabilities grant for facility

Programming

- CHW Professional Development-Motivational Interviewing-Carolyn covering
- December events
 - Jolabokafloð- fun for board members!
- Food distribution November 23 and December 15
 - Grassroots effort brought about by public interest in food security. Partnered with Inn at Whitefield and Ridge Hemp for bulk purchasing, CBH for connections, Spartans on a Mission in December.
 - \$500 private donation and used LFP money for the rest
 - Approx 70 people benefited
 - Hoping for one a month while we have funds

Community

- Dolly Parton Imagination still doesn't have funding. Courtney is looking to find donation sources by using "Giving Tuesday" to keep it going, at least through March.

Budget Review

Budget review - Courtney gave an updated budget and we reviewed it.

Treasurer's Report

Sondra presented a budget spreadsheet and gave a CD update. Sondra would like to purchase new checks and everyone agreed.

New Business

Sondra asked if we would consider moving meetings to the second Monday of the month so that she would have time to compile her budget data. We unanimously agreed. Notifications at Town Office and the Library will have to be updated.

Diane asked if we occasionally update Trustee Bylaws. The latest revision is from 1994. We discussed the need for committees in general and decided that it would be

beneficial. Trustees are encouraged to research other bylaws and report back at a Trustee meeting. This will be an ongoing discussion.

Cathy moved to adjourn the meeting at 11:33am, Katy seconded and all were in favor.

The next meeting will be January 12, 10:00am.

*These minutes are draft until approved at the next meeting.