

**Whitefield Public Library**  
**Board of Trustees Meeting Minutes (DRAFT)**  
**August 18, 2025**

The meeting was called to order at 10:02am

Attendees: Courtney, Judy, Mary Ellen, Sondra, Katy, Jeanne, Diane, Suzy, Teresa Russo, Jon Dugan-Henriksen

Katy moved to approve the minutes from July 21, 2025. Sondra seconded.

Courtney started the meeting by thanking Suzy Colt for her hard work and dedication to the library. Her last day will be August 23. Flowers were presented and snacks for everyone to share.

**Library Director's Report**

Courtney updated us on the renovation and her latest discussions with Stuart Anderson. The subcontractors did a walk-through and it is going out to bid.

There was some discussion of the rail revival plans and how we may be impacted. Courtney reported that the DOT's Bureau of Rails and Trails were asked to attend a meeting with the Select Board and library but there's been no response as yet.

Courtney reported that we received our Notice to Proceed from NBRC. We are now waiting on USDA, which should be very close.

She confirmed that the matching funds that the library is expected to pay to secure the CDFA grant is \$150,000.

Tillotson has invited us to apply for a one year grant of \$110,000 to cover building essentials like roof and brick repair, structural steel, and winter conditions. We will need letters of support from community partners, especially those who may use the facility.

We will likely apply to NHCF via WOLF for their Community Grant if Tillotson hasn't already requested those funds for our other grant.

The Summer Schedule statistics will be out soon. We distributed 1200 lunches and had 100 visitor days. We were able to give out the extra food from the NH Food Bank along with gift cards to local grocery stores to fill the 2 week gap with \$5 gift cards per child per day.

We've been invited to apply for Apprenticeship NH and CHW Advance. This means additional funding and training for staff in the Community Health related field. Suzy noted that WOLF may also help in library training from their operating support budget.

Courtney announced that Teresa Russo has been hired as the new Library Assistant.

**Treasurer's Report**

Sondra presented a budget spreadsheet and gave a CD update. We discussed moving money to NHPDIP but more information is needed to move forward.

Diane moved that the treasurer's report be accepted and Katy seconded. All were in favor.

Bell update-The Select Board agreed that the library may keep the recovered bell from the old Town Hall. It will be included in the renovation in some manner to be determined.

Plans for interior designs in the existing building-Mary Ellen asked that a committee be formed to meet for the planning of the interior designs. Diane, Jeanne, Katy, Courtney, Teresa and Mary Ellen agreed to form the committee.

WOLF - Suzy gave an overview of WOLF. Board members include: Suzy Colt, Jon Dugan-Henriksen, Olivia Feagler, Heather Buteau, Benji Waterman. Suzy, Olivia, Heather and Mary Ellen are on a Special Events Committee, which any WOLF member is invited to join. Suzy asked the Trustees to try to advertise and sell the stained glass raffle tickets. Sondra suggested WOLF attend the Wednesday bingo to sell tickets. Jay, Treasurer of WOLF and board member gave us an overview of WOLF's financial procedures and handed out a current Financial Report. He thanked Suzy and the WOLF members who got the summer program donations.

Toiletry kits-Courtney reported that the Coos Quilters Guild donated about 40 handmade quilted zipper bags and Mary Ellen filled them with toiletries to be handed out at area schools for those students who have the need. Karen Keller was the contact for area schools.

Fall Festival/ Community Day will be October 4. There will be a book sale on the Common, weather permitting.

The next meeting will be September 8 at 10:00am

The meeting was adjourned at 12:52pm and a non public session began to discuss new employee, salary and responsibilities.