

## Whitehall Public Library Board Meeting Minutes

December 10, 2025

Called to order in the Café at 7:02 pm.

Present: Liz Tuttle, Tracy Brandtner, Melissa Jones, Christy Kuehn, Barb Gjerstad, Anthony DiMinico (Library Director), Kathy Dupuy (Council Representative)

Absent: Meg O'Brien, Allie Brooks

- Introduction of Guests/Visitors
  - No guests /visitors were present.
- Public Input
  - N/A
- Approval of Agenda – unanimously passed
- Minutes of Last Meeting (November 2025) – unanimously passed
- Financial Reports (November 2025; General update) – unanimously passed
- Bill List (November 2025)- unanimously passed
- Director's Report (November 2025)- unanimously passed
- Highlights:
  - There was an outpouring of support from the community for the Sustainability Market. There were 100 attendees in the first 30 minutes. There was next to nothing left at the end of the event.
  - The Free Little Food Library has been a great success. The community has been actively restocking it on a regular basis. There were over 17,000 views on the WPL Facebook page related to the Free Little Food Library.
  - Children's programming has been very successful. Large attendance numbers at the "Dinovenber" events.
  - Adult programming - Veterans Day programming had 30 attendees.
  - Weekend craftlabs will be resuming in January on the third Saturday of each month. Community members are excited for the return of this program.
  - The WPL was open 187 hours in November. There were approximately 8,563 visitors this month. 9,970 physical items were circulated. 201 WIFI users in the library. 16th most borrowed from library.
  - Library inservice day is scheduled for December 19th.

- Old Business
  - WPL Employee Handbook
    - There were a few title and place holder inconsistencies that were rectified.
    - The updated handbook has been completed.
    - A motion was made to adopt the revised WPL Handbook. It was approved unanimously.
  - Committee Updates
    - Nominating Committee
      - There are five applicants for the open board position. Interviews will be scheduled in January. The newly appointed board member will start their term in February.
    - Community Engagement Sub-Committee
      - The committee held their first meeting on December 9th to discuss the focus of the committee. Future meetings will be opened up to the community member to attend and express concerns and accolades regarding the library.
    - Fundraising Committee
      - No recent meetings were held.
    - Budget/Financial Committee
      - Nothing new to report.
    - Strategic Planning
      - The data collection process is over, and the committee is currently analyzing the data. The team will meet on December 16th to discuss their results and begin drafting the plan.
- New Business
  - Staffing Update
    - Interviews were finalized for the 7 candidates for the reference librarian position. A candidate (Patricia Wartman) has been selected and she will begin in January. (Tentative start date is January 16th.)
  - Board Member Leave of Absence
    - Allie Brooks will be taking a leave of absence for 6 months. Her status will be updated in February.
  - 2026 Officers- passed unanimously.
    - President: Liz Tuttle
    - Vice- President: Melissa Jones
    - Secretary: Tracy Brandtner
    - Treasurer: Meg O'Brien
  - Christy Kuehn will officially be leaving the board effective December 31st.

- Announcements
  - Next Board Meeting: January 14, 2026, 7 pm
  - Whitehall Borough Council Meeting: December 17, 2025, 7 pm
  
- Meeting Adjourned: 7:46 pm