

Town of Westfield Library Trustees Meeting Minutes
3/31/2023 1:00 Westfield Town Office
Westfield, VT 05874

Meeting called to Order 1:00 PM

Introductions and attendees:

1 year Term Theresa
2 year Term Jennifer Grace
3 year Term Beth Berchick
4 year Term Karen Blais
5 year term Jenn Stelma
Guest - Anne Lazor

Organizational Appointments:

- a. Chair - Jennifer Stelma
- b. Vice Chair - Jennifer Grace
- c. Secretary - Beth Berchick
- d. Treasurer - Karen Blais
- e. Facilities Director - Theresa Rudolph

Lists of Tasks and timeline:

Establish By-Laws, mission and policies - circulate initial draft via email for comments/track changes. Deadline is 4/4/23 by noon.

Invite current librarian to meet with the group on 4/6/23 at noon at the library to provide information informally and feedback on her current role. Consult with Town Clerk whether meeting can be informal or executive session.

Apply for state grant - deadline is 4/14/2023. Chair will take the lead with input from the Facilities Director. Potential costs to cover: new roof, printers and computers (printers may be a future source of revenue), acquisitions, catalog system, etc. Chair to connect with Selectboard about grant application.

Need 4 additional hours for the library to be open to meet state guidelines.

Selectboard meeting 4/17/23

Next Trustees Meeting: April 21, 2023 1 PM - town hall - deadline for agenda items is 4/17 to be sent to Town Clerk

Discussion:

Reviewed responsibilities of Trustees vs. Library Director and the State Manual for Library Trustees

Future Business:

- Establish Friends of the Library Group - don't need to be a Westfield resident
- Invite Joy from VT. Dept of Libraries to meet with Trustees
- electronic cataloging of the collection
- Blueprint of timeline
- Mission and Vision statements
- April 19 VT open meeting law - starts at 10. One person needs to go