

Town of Westfield Library Trustees Meeting

5/10/2023 5:00 - 7:00

Westfield Public Library

Westfield, VT 05874 Present: Jen Stelma; Jen Grace; Karen Blais; Beth Berchick

1. Call meeting to order – Karen B motion; Jen S second – all approve
2. Approval of 4/21/2023 meeting minutes – Jen S motion; Karen B second – all approve
3. Public comment - none
4. Additions/Deletions to the Agenda
 - Update from Fairbanks Museum Collections Director
 - Beau Harris, John Hopkins lecturer, the library contains dioramas from the 1900s that are very historically important; DNA from the animals are also important because they are from the 1900s
 - Early taxidermy was treated with arsenic and other chemicals
 - He would be willing to train someone to clean the animals
 - Update on facility needs/ Capital projects needs assessment update
 - Need airfilters
 - Lamps need to be filtered to preserve the animals
 - Reviewed notes from Jen S's meeting with Richard Degre
 - Jeff Belinger from VT Historic Preservation Trust looked at the building – roof, insulation, electricity all need updates
 - Hiring needs (library director/cleaner)
 - Need to consult with Selectboard on budget for Librarian, Cleaner, Flowers, etc.
 - Consult with selectboard on Librarian's resignation have an acknowledgement/gift
 - Employee offboarding/employee exit process – keys to the building, library email
 - Can there be an interim position while resources are being established? Can the interim position overlap with current librarian who is leaving as of 6/19/23
 - next selectboard meeting is Monday 5/15 – Karen to bring these issues to the Selectboard
 - New library trustee – bring open trustee position to the Selectboard – Karen to bring this to the Selectboard – do the library trustees need to be Town of Westfield residents?
 - Open meeting laws – trustees to become familiar with the requirements – Beth to call Secretary of State regarding warehousing documents on shared google drive
5. **Adopt Mission Statement - The Hitchcock Memorial Museum and Library is a historic community resource for all to connect, inspire and learn.** Jen G motion to adopt; Beth B seconds. Motion passed.
6. Finalize bylaws – Draft reviewed. Jen S motion to adopt– Karen B second – motion passed

7. Draft Librarian Job Description and Qualifications – tabled until budget information – need 14 hours per week – temporary interim job may need to be considered
8. Old business
 - There is funding for the cataloging system – Jen S to get information on funding
9. New business
 - Start on inventory and documenting current collection – check on insurance coverage
10. Next meeting date/time – May 26 2:30 – 4 at the Hitchcock Memorial Museum and Library
11. Adjourn meeting (motion/second/vote stating time of adjournment) – Jen S motion
Jen G second – all agree