

Town of Westfield Library Trustees Meeting
6/16/2023 3:30 - 5:00
Westfield Public Library
Westfield, VT 05874

Minutes

Present: Beth Berchick, Jennifer Grace, Jennifer Stelma, Karen Blais

1. Call meeting to order motion Jen S - second Karen B - all approve
2. Approval of 5/26/2023 minutes - motion Jen S second Karen B approved
3. Public comment - none
4. Additions/Deletions to the Agenda
5. Bylaw changes -
 - possible appeal to trustees that non-residents can be trustee members - could allow for more expertise on the board
6. Field trip to other libraries - follow up
 - Orleans Library is beautiful - all open - not sure if the catalog is digitized - back of the Chronicle lists all of the local libraries
 - Goodrich in Newport - librarian there is willing to be support for Westfield library trustees
7. Interim Library Trustee
 - **Motion** to appoint Beau Harris as interim trustee to fill the remainder of the vacant trustee position (Facilities Director) motion by Jen S - second Jen G - all approved. Does this need to be ratified by the **Selectboard**?
8. Follow up on passes/discounts
 - the Old Stone House museum sent a pass from the - library patrons can get 10% off
9. Librarian hiring follow up
 - one person has turned in an application for the library position - excellent references and willing to go to training
 - state requires either a masters or can go to training through the state, which is free
 - there is a library fund that may be able to be used. The principle is \$60,000 - possibly put some in a high yield performance savings and use interest only to cover part of the librarian salary
 - proposed budget for 2023 is \$19000, which includes library expenses like heat and electricity
 - **Motion:** recommend to the **Selectboard** on Monday 6/19/23 that they hire the sole applicant as the librarian for 14 hours per week - motion by Jen G - Karen B second - all approved
 - Jen S mentioned that someone is interested in being a back-up librarian in the winter
10. Need someone to attend the **Selectboard** meeting with questions regarding budget/fundraising/setting up an account, etc. Karen will bring it up.
11. Plan to keep library open should we not have a hire by June 19 - postpone
12. News from the VT Dept of libraries: Interlibrary Loan, and Summer Reading program
 - there are courier fees for interlibrary loan, but the process is easy
 - new librarian will get in touch with the state once she starts regarding the summer reading program for kids

13. Photos from Goodrich Library; Download and store 2019 photos - upload current photos and written log - Jen G working on creating a shared album
14. Cataloging - follow up - Jen looking into options and funding - person who cataloged for the library before is willing to help re-do the cataloging.
15. Public Communications and press follow up
 - can we get a go fund me page? Do we need to be a 501(c)(3) or has that paperwork already been done? Confirmed 501(3)(3)
 - Jay/Lowell Area Facebook is good for posting
 - Front Porch Forum is a good place to post
 - Don't think there is a charge for Facebook for a non-profit page
16. grants - postpone
 - no grant opportunities with state dept of libraries right now - Jen S to keep checking
17. State library emails - keep on agenda to review at each meeting
18. Old business
19. New business
 - Next meeting - Tuesday - July 11 - 4:00 PM
 - Regular meetings will be the second Tues. of each month at 4:00 at the library
 - Remote option via google meet will be available
20. Adjourn meeting (motion Beth B, second Jen S - approved and adjourned at 5:10 PM)