

Town of Westfield Library Trustees Meeting

7/11/2023 4:00 - 5:30

Hitchcock Memorial Library and Museum

Westfield, VT 05874

Google Meet Link: <https://meet.google.com/rvq-wzxj-rec>

Present: Jen Stelma; Jenn Grace; Karen Blais; Beth Berchick; Beau Harris; Maureen Zimmerman

1. Call meeting to order - Motion Jenn G, second Jen S - all approved
2. Approval of 6/16/2023 minutes - Motion Jen S, Second Jenn G - all approved
3. Public comment - none
4. Additions/Deletions to the Agenda
5. Welcome Maureen and feedback/comments from the librarian
 - communicating with VT Dept of library staff
 - cleaning, organizing, shelving, and alphabetizing the collection
 - taking inventory of books and collection items
 - keeping a log of checked out books
 - keeping a log of visitors
 - starting a summer reading program
 - installing a solar light for the flag so it's lit after sunset
 - policy on not getting rid of items in the collection
 - Maureen to check on what type of air purifier would be good for the library (HEPA, Charcoal, etc.)
 - Small supplies - if there is a receipt then town will provide reimbursement
 - Needs - book return box, printer, air purifier, dehumidifier
 - Jenn G to post on Front Porch Forum - looking for donations - air purifier, dehumidifier, printer, box, HEPA vacuum, ant traps, mouse traps, long duster on a pole
 - there is a budget for supplies, cleaning and books
 - need a deep cleaning at least twice per year
 - need to ask the Selectboard how the cleaning was handled and how much was paid to clean. Maureen can come in a couple hours early to do cleaning
 - need to look at extending hours up to 14 hours per week - can look at survey that was done for times that are good - Maureen can do Sundays - there was a push to do morning hours for people with small kids - possibly extend Tuesday to evening and extend Thursday to mornings - Tuesday 2 to 7 (5 hours), Thursday 10 to 3 (5 hours), and Sunday 11 to 3, not 2 (4 hours), totaling 14hrs/week. - needs to go on a Facebook page, Front Porch Forum and the town website - need a new sign
 - Maureen to set up Facebook page for the library
 - Also should post hours on Jay/Lowell/Troy site -
 - Maureen will reach out to the Jay/Westfield School Librarian
 - Home schoolers came this week - Maureen is documenting traffic so we can report back to the board on library use
 - there may be a technology grant through Dept of Libraries next year
 - Library cards - there is a card catalog downstairs - patrons would get 2 cards - one stays at the library and ones goes home - there may be some free systems - Maureen is going to ask Joy at Dept. of Libraries - also ask Joy where the libraries order books
 - Former librarian from here said she would volunteer to help catalog
 - Fall - have cider and donuts and book sales
 - Would like to do a story hour on Thursdays at 10

- Need prizes for the summer reading program - ask Steve Wright at Jay Peak for 5 waterpark passes for the summer reading passes - possibly ask Lions Club or Jay Focus Group

6. Welcome Beau - Grants to apply for:

- Two grant opportunities to possibly apply for which are planning grants for organizations and their collections and historic buildings. These would result in reports with specific recommendations tailored to the institution and, often, suggestions of how to go about implementing them, including possible funding sources. These are the Museum Assessment Program and Collections Assessment for Preservation grants.
- MAP (strengthening operations and planning for the future):
[https://www.ims.gov/grants/available/museum-assessment-program-map#:~:text=The%20Museum%20Assessment%20Program%20\(MAP,assessment%20and%20consultative%20peer%20review.](https://www.ims.gov/grants/available/museum-assessment-program-map#:~:text=The%20Museum%20Assessment%20Program%20(MAP,assessment%20and%20consultative%20peer%20review.)
- CAP (funding to help with a general conservation assessment):
<https://www.culturalheritage.org/resources/collections-care/cap#:~:text=The%20Collections%20Assessment%20for%20Preservation,toward%20a%20general%20conservation%20assessment.>
- Here's a link talking about both:
<https://connectingtocollections.org/map-and-cap-assessments/>

- Beau has sample policies on collections - he can take the lead on a policy regarding the general handling of the collection
- animals may be filled with arsenic based on their age and can also have lead - chemicals help with any pests that may try to eat the collection
- newer preservation methods don't work as well
- Beau can test the collection to see how heavily treated the animals are
- Anyone who handles them needs gloves and a dust mask
- heat and cold can impact their preservation - humidity may cause some damage - an air purifier or dehumidifier would help with preservation of the animals - humidity over 65% may cause mold
- a different set of pests will go after old books - basement space may be possible to store the older books
- National Endowment for the Humanities has some grants - may help with a temp control device and data loggers, batteries, etc. We can have someone come in and say where the best places in the building are to store collections.
- There are also some films to put on the windows - self adhesive UV that sticks on the glass - could also be covered by grants - apply for funding for assessment first to determine what is needed - Beau can take the lead on the grant applications - getting data loggers in would be a good first step - both UV light and actual light can impact the collection
- Building should be on the National Registry of Historic Places - Fairbanks is on this list - Jen to check to see if the library is on a Vermont List of Historic Places
- **Deadline is Jan/Feb of next year for the NEH grant**
- the butterfly collection already has some light damage

7. Selectboard Meeting debrief

- Fundraising - we can't have a go fund me page - but we can set up appropriations
- we have a non-profit number and any donations should be tax deductible

8. Cataloging - follow up - Jen looking into options and funding - person who cataloged for the library before is willing to help re-do the cataloging.
9. Next meeting - Aug. 8
 - Review State library emails
 - write policies with the intention of making policies that benefit the integrity and longevity of the library/museum - VT Dept of Libraries has a list of what should be covered
 - establishing a friends of the library
 - Fall event - book sale and back sale - set a date
10. Adjourned meeting at 6:00 motion Jenn G, Second Jen S - all approved