

Town of Westfield Library Trustees Meeting Minutes

8/8/2023 4:00 - 5:30

Hitchcock Memorial Library and Museum

Westfield, VT 05874

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

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

1. Call meeting to order - motion Jenn G; Karen B second
2. Approval of 7/11/2023 minutes - motion Jen S, second Karen B
3. Public comment - no public comment
4. Additions/Deletions to the Agenda
  - Google Drive
  - Inventory to the Collection
5. Librarian Updates
  - working on installing KOHA library software - inventory digitally and allows inter-library loan - scanner is \$40 and can scan the bar code and information will be inventoried - will provide a label; label maker is free; scanner will scan to the computer then computer will go to the printer
  - need a new operating system in the computer - the operating system (Debian) is a free download
  - museum inventory may need to be done by hand - need to double check the labels - some items are mislabeled
  - photos on google drive in folder called Library Photos
  - Fairbanks has different categories for different sections - Beau interested in helping with numbering and tracking - there are collections software plus yearly subscriptions (Past Perfect is commonly used for smaller museums). May need to apply for a grant for this.
  - Fairbanks has different categories for different sections - Beau interested in helping with numbering and tracking - there are collections software plus yearly subscriptions (Past Perfect is commonly used for smaller museums). May need to apply for a grant for this.
  - Mold on some of the older books - can dust off spot or use a 50% alcohol mixture diluted with 50% distilled water
  - Question on asking community for volunteers to help clean windows, etc. Maureen working on a list for what she needs.
  - Eating and drinking not a good idea in the library - after school group wants to use library - maybe if they have a designated space like the basement they can bring snacks and take their trash with them - we can add this to the policy
  - also need a policy for copies, limits and charges if any
  - Maureen is working on activities - knitting group, book clubs, art class, game night, writers group - can have a donation box for activities
  - there are different experts that can help with the collection
  - Summer reading program is ending soon and there will be a party and a drawing for the waterpark tickets
  - training opportunities - need additional paid hours for Maureen to go to training at the Department of Libraries - do they have a training grant available to pay employees for time in training?
6. Grant Updates
  - Historic Places status - Jen working on getting information for the national registry of historic places for both state and federal
  - Beau looking at some with deadlines later in the year/next year

- Capital grant - handed in assessment - VT Dept of Libraries - grant applications will come out in the Fall. We can amend the needs assessment at any time.
  - The library has a new roof so it can off the needs assessment - send any idea to Jen over the next 2 weeks - what we need with the timeline. Possibly add moisture detector? Beau has some links for moisture data collectors. Also need a light meter. Separate grant for this - deadline is Jan/Feb 2024.
7. Donations report and documentation needed
    - Work on policies for donations collections
    - picnic table would be good as a donation
  8. Thank you notes - Jenn G to draft a template and share
  9. Food for the Texas Hold Em on 8/19/23
    - egg salad sandwiches bowl of egg salad, wheat bread and brownies - Maureen;
    - Jenn G - chocolate chip cookies and chips
    - They supply the coffee, baggies, plates and cutlery
    - Beth - blueberry muffins and pasta salad
    - Karen - McKenzie hot dogs 20 in a box - boiled and buns, case of water
    - Jen S - tuna salad - 6 cans of tuna and mayo - white bread
    - Save receipts for reimbursement
    - All set with soda
  10. Summary of Selectboard Meeting
    - Library is not a non-profit so there may not be a tax deduction for donations
    - Can we ask Jay Focus group to take donations on behalf of the library and then give it to the library?
    - Friends of the library can be a non-profit and take donations
    - mentioned missing items from library - missing computers and missing taxidermy
    - cleaning - keep track of what needs to be done with timeline
  11. 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 - Maureen to look at policies - by next meeting we will have a draft policy to review - Jen S to start a document to cover different items
  12. For the next agenda:
    - Establishing a friends of the library
    - Fall event - book sale and bake sale - set a date
    - Review State library emails - should be on all agendas
  13. Old business - none
  14. New business - none
  15. Adjourn meeting motion Jen S, second Jenn G