

Town of Westfield Library Trustees Meeting Minutes

9/12/2023 4:00 - 5:30

Hitchcock Memorial Library and Museum

Westfield, VT 05874

Teams Remote Link

Present: Jenn G. Jenn S. Beau H, Beth B, Karen B

1. Call meeting to order - motion Jenn S. Second Jenn G - all in favor
2. Approval of 8/8/2023 minutes - Motion to approve Jenn S Second Jenn G - all in favor approved
3. Public comment - none
4. Additions/Deletions to the Agenda
 - thank you note to the lions club - **AI Karen to write thank you and use the new library cards**
 - including Jay residents - and going to the town of Jay for an appropriation **AI - Jenn S. to add to list of items for the Selectboard and whether there are any insurance restrictions on who uses the building**
 - **Ask selectboard if we can have a back-up person for Oct. 26 from 10-3 - Maureen has an appointment she can't change - also ask if Karen be a backup on her day off from town hall**
 - **Ask if Westfield post office still has a mailbox we could use for book drop off**
5. Librarian Updates
 - Started after school program every Tues. afternoon. Oct 3 knitting; Oct. 17 book club
 - Mom's home schooling group is interested in using the library - OK to host home school group before the library opens
 - still working on technical issues - will have a thumb drive to inventory the books
 - Children's section is now fully organized
 - Need more shelves - cube shelves for the middle section would work
 - Have free covid kits to give out
 - Alcohol did not work on the mold in the back but she has the dehumidifier running; mold is starting to bloom on the wall again - need to look at having a constant running dehumidifier running. **AI - talk to selectboard next week about mold remediation at the library (Jenn S.) or possibly get a new dehumidifier. Capital grant may also cover air quality. Also ask if Hometown can order it or buy one from Pick and Shovel.**
 - **AI - ask Selectboard about Maureen's hours cleaning to get her paid**
 - Selectboard said no more pumpkin carving at the library - it should go to the community center
6. Grant Updates
 - Inspire Grant for Small Museums - need 1 FTE equivalent - they like specific projects- \$5,000 - \$50,000 no cost share required - could do a project to hire someone to clean and inventory - requires about 80 hours to do IGSM grants - 10 required docs, including strategic plan - table this until next year
 - look into contacting REDI program to have them help us seek grants - **AI reach out to REDI program Beth to email Jenn S the contact for REDI**
 - Beau looking into applying for CAP grant - they review things and give you a list of priorities - could then be ready next year - Preservation Assistance Grant - next January
 - Would be nice to have a controlled storage area in the basement; old books

- need to be stored in special boxes - apply for grants to to build a separate room that is self contained
 - another project - formaldehyde needs to be in a special storage area - National Endowment for Humanities Grant
7. Policy Update and Approval - HOLD FOR NEXT MEETING - the draft policy for donations is on the google drive - **Al please review and make comments**
 8. Texas Holdem report out - \$595 total from Texas Hold'em event
 9. Selectboard Meeting report out - nothing from last time
 10. Friends of the Library - big project - would need volunteers interested in spending time and hiring an attorney to set up a 501 (c) (3) **Beth to email pamphlet to the group** - St. J Athenaeum has a very active Friends group with a store that sells books to raise money for the library. There are no bookstores in the area - small book shelf to sell books at the library. **Al Jenn S to ask Selectboard if the library can sell books to raise money**
 11. Fall event - book and bake sale - look into being a vendor at the Jay Octoberfest - to see if we can do the bake sale for the library - **Jenn G to ask Peggy to see if the library can set up a bake sale table**. October 7, 2023 from 10-3 in downtown Jay. Also see if anyone wants to donate baked goods or jams, jellies, etc.
 - next meeting talk about open house for November
 12. State Library emails
 - keep an eye on it to see about grants
 13. Old business
 14. New business
 15. Adjourn meeting - 5:24 - motion to adjourn Karen B, second Jenn S - all approve