

Town of Westfield Library Trustees Meeting Minutes

10/10/2023 4:00 - 5:30

Hitchcock Memorial Library and Museum

Westfield, VT 05874

Teams Remote Link

Present - Jenn S, Jenn G, Maureen, Beth, Karen, Beau

1. Call meeting to order Motion Jenn S, second Jenn G
2. Approval of 9/12/2023 minutes - Karen B motion, Jenn S second - all approved
3. Public comment - n/a
4. Additions/Deletions to the Agenda
  - Security concerns
5. Library Official Name - Hitchcock Memorial Museum and Library - all agreed, can be shortened to "the Hitchcock" in language following the official name in documents
6. Removing furniture - need a process
  - are there supply disposition policies at other libraries?
  - any removal should be discussed at a meeting so that everyone is on the same page, working as a team and should be a collaborative decision; need to have a united public face
  - Role/physical plant operations are generally with the Library Director. Board's role is setting policy. Library Director is responsible for day to day and Board does not want to interfere with the Director's role, but Board should still discuss as a team before decisions are made to remove operating items like furniture
  - Donation policy - when receive items, it is the role of the Director to decide whether to keep an item
  - if any question about the status of an item, it should be brought to the group - at some point should have a clearer idea of what is included in the historical collection vs. furniture and supply inventory
  - maybe need to clarify our roles as a team
7. Buying a computer for the librarian
  - Much needed especially because of cataloging
  - Link to buying a computer on the Dept. of Libraries will cost around \$800; there is a good tech support person at the Dept. of Library - Maureen to contact them
  - All in agreement to buy a computer for the librarian
8. Librarian Updates
  - Maureen knows what furniture the Library needs, but not sure how to get it
  - Security incident - man opened a case in the library that contained guns - there was a case with old coins and those are gone; some of the cases don't shut properly
  - Need rules for use of the computer - not responsible for monitoring kids
  - Also need to have people check in with librarian before heading upstairs - use a signed in sheet
  - Jenn S talked with one Selectboard member about getting a camera - need to price it out
  - The flag moving to half staff - can the Town take care of that since Maureen doesn't live nearby - ask at next Selectboard meeting
  - Maureen needs to know what the library budget is and how to get supplies for

the afterschool program. **Can we get a breakdown of items covered in the budget?** There can be grant money for afterschool programs.

- **Add to agenda - look into funds to support afterschool programs**
- **What is the process to do other events that need supplies?**

9. Selectboard Report out:

- Hiring a backup librarian
  - OK to hire a backup librarian at the same hourly rate in the event that Maureen needs to be out
  - Rosemary and Abby are willing to work as backup - need to submit an application with the Town
- Adding Jay taxpayers/residents as library patron and seeking appropriation from Jay
  - Selectboard is OK with us asking for an appropriation from the Town of Jay but would prefer for afterschool programs, they will be more receptive if it is for something specific
  - Can also look for donations from the Lions Club
- Insurance restrictions for use of building, if any
- Does old Westfield post office still has a mailbox we could use for book drop off
  - there is a box on Amazon for \$108 - can look around
- Mold remediation
- new dehumidifier
- **Payment for Maureen's cleaning hours - yes, no problem**
- **Can the library sell books to raise money - yes, no problem**

10. Grant Updates

- success with the state historic preservation group - the building is deemed to be significant - will help up with grant applications for upkeep of buildings and collections

- Hitchcock will be listed on the registry of historic places in Vermont
- REDI grant - wealth of opportunities; big takeaway is they will help us write grants - some of the grants need funds upfront then get reimbursed later - can be through the town budget or a line of credit with a bank
- The capital grant - really clear and we won't need help with that the application will be out at the end of the calendar year
- Beau still working on grant and historic designation will help

11. Policy Update and Approval

- Jenn S worked up a bunch and Board will take the next month or so to review
  - **Please add comments/changes and suggestion on the documents in this folder:**

**[https://drive.google.com/drive/folders/14lij7NKjUfb8tdcjLfyCxqAOBYBTB-VL?usp=drive\\_link](https://drive.google.com/drive/folders/14lij7NKjUfb8tdcjLfyCxqAOBYBTB-VL?usp=drive_link)**

12. Bake sale report out - did not happen, was canceled for weather

13. Open house for November need to table it for now- there are a lot of Fall festivals coming up

14. State Library emails

15. Old business

16. New business

17. Adjourn meeting - motion Beth, second Karen - all in favor