

Town of Westfield Library Trustees Meeting Minutes

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

Hitchcock Memorial Library and Museum

Westfield, VT 05874

1. Call meeting to order motion Jenn S, second Beth
2. Approval of 11/14/2023 minutes motion Beau, second KB
3. Public comment - none
4. Additions/Deletions to the Agenda
5. Update on Budget Submission - went over the budget with the Town - Board OK'd \$18 per hour for Library Director - COLA will be applied Jan. 2024
 - Books increased to \$1,000
 - Stayed at \$500 for after-school programs
 - Maintenance - left open
 - Training - increased to \$700
 - -waiting to hear back from computer contractor (Tech Patrol)
6. Open trustee position
 - Someone offered to volunteer - would be temporary - then voted in at Town Meeting - for Beau - can ask Town to amend the policy; someone else not a resident is interested in being on the board and volunteering; Can the board present non-residents to be on board at Town meeting? Can we check with the state librarian to see what other municipal libraries do? Or could the board be 5 Westfield residents and expand the Board to include non-residents so that we can get folks with expertise.
 - **AI - Jenn to get in touch with potential Board member appointee**
7. Policy Update and Approval - approve donations policy and deed of gift documents
 - Can remove EIN - add donor's phone number; remove value;
 - **AI - Beau to send Fairbanks transfer of ownership document/deed of gift**
 - **Add to policy that covers donations for the library, does not apply to donations to the museum collection - need to add a museum collections policy**
 - **Motion to approve the Library Donations Policy - Jenn, second Beth - all in favor - policy adopted 12/12/2023**
 - **AI: Add deed of gift to next agenda**
 - Selectboard will address letter about chairs - Jenn to meet with them
8. Narrative/Metrics for Town Report
 - Maureen is working on this but may need someone to convert documents
9. Librarian Updates
 - Cameras are in
 - KB can sub for Maureen if she needs to be out - Ok as long as temporary
 - Maureen is working on tech - there is a free library system, but Maureen is researching others; museum will need a different system for inventory, possibly google sheets or is there software for museums? Most collections software can import from excel spreadsheets
 - For library, everything has to have a barcode and be entered into a system - woman from Albany library offered to help
 - Should we do a community survey about what people want at the library? Maybe put something in the Chronicle. Can we set up a survey at recycling?
 - Summer reading program - maybe do a 2 week winter one?

- May be good to have a museum sign-up book? Probably would not require it.
- 10. Selectboard Report out - see above under budget submission
- 11. Fundraiser Event
 - Live History USA - actors that travel to different libraries - can dress up as the settlers of Westfield - Maureen to find out more info
- 12. Grant Updates - grants.gov account - is the town already registered? NEH Preservation Assistance grant due in January; grants that Beau is working on are long term. Grant funds for a light meter and for a conservator to assess the dioramas in the balcony. The dioramas are very significant. Would be nice if the dioramas could light up again.
 - **AI: Spreadsheet with list of grants and deadline on the task list**
 - Still no word on the library capital grant - application are not available yet
- 13. State Library emails
 - Solar eclipse library programming - there are telescopes that can be borrowed; schools are planning half days. Check with school to see if we can invest in some themed books.
- 14. Old business
- 15. New business
- 16. Adjourn meeting - motion to adjourn Karen, Jenn second - all in favor