

Town of Westfield Library Trustees Meeting Minutes
1/9/2024 4:00 - 5:30
Hitchcock Memorial Library and Museum
Westfield, VT 05874

Present: Karen B, Jenn S., Beau, Beth, Maureen, Carrie, Carolyn

1. Call meeting to order motion Jenn, second Beau - all in favor
2. Approval of 12/12/2023 minutes – motion Karen, second Beth - all in favor
3. Public comment - none
4. Additions/Deletions to the Agenda

- emergency plan and chain of command – Need to draft a protocol- **AI look for models and add to next agenda.** Karen, and Jenn S are on the list of emergency backups for the librarian to contact if needed

5. Librarian resignation - plan to fill position

- Jan. 28 is Maureen’s last day. There are some interested candidates. Kerry can work from the library and help keep it open more hours – she can fill in while we are looking for someone. Carrie is available until May 1. She could work Tues. 1-6 to run the afterschool program.

-Jenn to ask the selectboard to approve Carrie Glessner as librarian until May and Carolyn Lyster as a trustee until Town Meeting vote.

- Change Tues. hours to be 1-6.
- Karen can work as back up on occasion – either Thurs. or Sun. but not both
- would be good to open the library on Saturdays
- Jenn to post vacancy on Front Porch Forum
- Karen can post it on the Town FB page
- Karen to provide language

6. Open trustee position

Because it is an elected position, trustee must be a resident of Westfield. Can we create other volunteer positions that are appointed by the trustees?

- Any suggestions for titles, e.g., advisor, consultant, expert?
- Could be an advisory group in addition to the board
- Can be an advisor to the board but can't vote
- Jess S to ask Selectborad to appoint Carolyn on the Board - filling 2 year vacancy

- We will need to fill another Trustee position at Town meeting as Beau will leave his post and transition to a consultant.

7. Policy Update and Approval - deed of gift document

Motion to approve - Jenn - second Karen - all in favor

8. Letter to person who donated chairs

- AI Email letter to LaDonna for selectboard to review

9. Librarian Updates

10. Fundraiser Event - add to next agenda

- Live History USA - actors that travel to different libraries - can dress up as the settlers of Westfield - Maureen to find out more info

11. Grant Updates –

Beau worked on NEH grant application and sent to conservator – also adding a subscription to climate data application is due on Thursday. Worked up a budget justification document \$6,640 total. There are 2 consultants who will work with the library on the climate data. Consultants will provide proposals. He will need the town's log in for grants.gov. Need grants.gov info to apply. Grant is due this Thurs. Karen and LaDonna to call Beau at 1 PM tomorrow 1/10/24. Awards are made in August. Work start will be 9/1/24.

Capital Grant from Dept. of Library supposed to be available Jan. 31, 2024. Hitchcock needs assessment was submitted for \$100,000.

12. 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.

13. Old business

14. New business

15. Adjourn meeting - motion Beth, second Jenn - all approve 5:15