

Town of Westfield Library Trustees Meeting Agenda
3/12/2024 4:00 - 5:30
Hitchcock Memorial Library and Museum
Westfield, VT 05874

Present: Karen, Jenn, Carolyn, Carrie, Beth, Beau, Jennifer

1. Call meeting to order Motion Jenn second Beth
2. Approval of 2/13/2024 minutes - motion Jenn second Beth - all approved
3. Public comment - none
4. Additions/Deletions to the Agenda

Welcome full board

Maureen thank you gift - gift certificate to Pick and Shovel AI - Jennifer to pick up Motion Jenn
Second Karen - all approved

Thank you to Lion's Club - all set Jennifer sent

Lion's club has picnic tables to donate

Would be good to have a tent for the summer - maybe borrow a tent from the school - they have
carport tents

Green Mtn Farm to School delivers lunches in the summer

5. Town Meeting Debrief

Newly elected board members

Jennifer presented - talked about automation, Able library, newsletter

6. Librarian Report -

Next Selectboard - library to set up their own FB account; would like to make a word
press web site; wordpress is free

Summer programming grant - due on March 17th \$300 for either programming or for
evergreen materials. Has to be geared through youth and children. 802 reptiles is a
performer - Kevin Clarkson. Does shows at libraries. Big event to kick-off summer
reading program - end of school year. Summer reading program is about 6 weeks.
Jay/Westfield summer session can do field trips to the library. All approve putting 802
Reptiles on the grant application. Jennifer to check on Kevin's availability

Eclipse glasses - available to patrons; town has eclipse glasses too

Update on Libib Pro. - Jennifer started cataloging things and it is going fine. Need some additional hours to complete the bar coding project. Can come up with an estimate of hours and ask Selectboard. Jennifer needs a total of 20 additional hours and could tack it onto the Sunday open hours.

Book cart - looks awesome - Thank you Jennifer!

Circulation Policy - discussion and some minor changes

MOTION to adopt Circulation Policy - Motion Jenn, second Carrie - all approved

7. Grant Updates -

Jenn submitted the application for the capital grant - separated into 2 grants - one for capital improvements for \$300,000 plus; then another smaller one in 6 months. Need to communicate with VT preservation trust on painting. Currently vinyl siding. Historic preservation suggested wood instead of vinyl.

Beau applied for NEH grant to bring a conservator in to look at items and get some environmental monitors in place. Also applied for a CAP grant to look at the museum collections and building to make recommendations about long term care.

Now a VLCT grant for a heat pump - LaDonna is reviewing this. Everyone at Town Office has been really supportive.

8. Fundraiser Events - Texas Holdem, etc.

Very successful - will do another one in a couple of months.

9. Old business

10. New business - look into pass for library to the Fairbanks museum

Jennifer signed up to added to the Palace project - digital library

11. Adjourn meeting - Karen Motion, Carrie second - all approved