

4/9/24 Library Minutes

1. Call meeting to order

Attending:

Jennifer Stelma

Jennifer Johnson

Karen Blais

Caroline Lister

Carrie Glessner

2. Approval of 3/12/2024 minutes

Motion to Approve - Karen

Second - Carrie

Approved

3. Public comment

4. Additions/Deletions to the Agenda

- Jennifer S. - Reminder we need to get gift for Maureen - Jennifer J. will buy, Karen will make a card. Jennifer S. will pick up all from the office.
- Closure for snow storms - Close if school is canceled but librarian may decide to open if they want.
- Backup librarian so Jennifer J. can go on vacation in September. Jennifer S. will email Teka Slaigle.
- Mr. Clean deep cleaning crew coming to clean woodwork and windows. Town has lined up. Someone should be here when they come because might not be when library is open.
- Karen says no one is going to volunteer to clean. Need to find someone to do it - we could pay - only need around half hour to an hour per week to do the bathroom and vacuum upstairs. Karen will post on Facebook. Carrie and Karen will ask Margaret Crowley when she comes back.

5. Donation from Church - thank you note and delegating responsibilities for researching/purchasing items

Church Members: Denny and Caroline Lister, Lynn and Rick Danforth, Marion Myott, Sally Rivard, Eric Mccann, Delpha Coulter

-Will send thank-you to each of them. Karen will write the notes and mail.

-Get a plaque to acknowledge church donation for The Members of the Congregational Church of Westfield (Caroline will check on name)

- Jennifer J.'s aunt will donate magazine rack

- Jennifer J. will look into the brand/where to get the book drop like the one the Daily Library has. It cost \$4000. It is maybe too big, will look if there are other ones. Where to put it? Maybe garish out front, but more sheltered from weather. Jennifer J. will also check with library list

serve if there is an old one. Jennifer J. will check what they have at Goodrich. Jenn S. will check what they have at Johnson.

- Idea: Replace back door with handicap accessible door with a slot in it. Carrie will get more info from Will Young about who to ask and make sure it is ADA accessible. Maybe Mark Mcallister would have time to do the work.

Mold Next Steps:

- Jennifer S. will find out what work was done before to clean up the mold and see if baseboard was pulled up. Also will see if someone can come in and paint Bin on the formerly moldy wall.
- If didn't pull the baseboards then will get them pulled. If moldy should be cleaned or replaced.
- Buy two HEPA air purifiers and a fan and HEPA vacuum - Jennifer S. will research
- Carrie will research moisture sensors
- Jennifer S. will deal the books from the basement - see if smell musty if OK will keep
- The board will go through the decorations - get rid of most things except for christmas tree
- Karen will see if Mr. Clean will wipe down basement walls and mop

Furniture and carpet:

- Jennifer J. will ask at library conference where to get and will look on MHEC website
- Carrie will see how the Wayfair couches she bought at camp work out

Book covers

- Jennifer J. will shop for book covering supplies

6. Finishing Library Policies

- Prioritize Volunteer policy

Volunteer policy

- Jennifer J. and Karen brought samples from other libraries. Technically, volunteers can't do things that paid librarians do.
- Will continue to work on policies via email.
- Voted to approve volunteer policy with proposed amendments so volunteer can get started, but can re-visit at the next meeting. Jenn S. made a motion, Karen seconded, all agreed.

7. Mold testing in basement

8. Librarian Report -

- All DVDs are in the system, started on fiction and in the Bs and all new books
- Getting some new books from Thrift Books and donations from Daily Library but not ready for lots of donations yet

9. Grant Updates (if any) -

Jennifer J. and Carrie went to Jay/Westfield Elementary on Friday about Clif Grant. Principal Hunter was very supportive and will help with grant. Also met with summer program coordinator. For summer reading program, will send home summer reading materials in backpacks at end of school and will go to end-of-school social with table of materials and advertise for Reptile show in early summer. Jennifer will go to school on one day of one week of summer program. Jennifer is going to reach out to the reptile guy to schedule for last week of June. Then have end of the program celebration in August.

Jay Focus Group grant - is rolling - ongoing, up to \$500. Could use for living history presentation, possibility of using for end of summer reading program celebration. Or do during school year in cooperation with the school.

VLCT grant for a heat pump - no news

10. Fundraiser Events - if any

11. Old business

12. New business

- look into pass for library to the Fairbanks museum - Jennifer J. will look into

- Jennifer S. will contact the selectboard to find out when/how the furnace gets turned off for the summer.

13. Adjourn meeting

- Jenn S. will send Caroline the link to the google drive so she can see the policies.

Caroline made a motion to adjourn

Karen seconded