

Town of Westfield Library Trustees Meeting Minutes  
5/14/2024 4:00 - 5:30  
Hitchcock Memorial Library and Museum  
Westfield, VT 05874

Present - Beth, Jenn, Karen, Carolyn, Carrie, Beau and Jennifer

1. Call meeting to order - motion Carrie second Jenn - all approved
2. Approval of 4/9/2024 minutes - with the following corrections: change Rowley to Crowley; Change Lister to Lyster; motion Karen, second Carrie - all approved
3. Public comment - none

4. Additions/Deletions to the Agenda

- Policies - add to next meeting
- Thank you notes went out
- Cleaning
- By-laws - board to review on drive - Beth will send link

5. Librarian Report -

Palace Project - e-book and audio book platform - Jennifer signed HMML up to be in the next round of on-boarding. Green Mountain Library Consortium (GMLC) also has options that Jennifer looked into.

Volunteer Policy and related docs - Need the policy and reference the policy in the application; should contain that workers comp does not apply. Check with Town/town's insurance with whether they should sign liability waiver or something less heavy.

Burlington Books - Jennifer picked up a bunch

NEKCA playgroup - they would like Tues. mornings for a playgroup - around 90 minutes. Lead person provides snacks and toys. Lead person runs the playgroup, just needs outreach and space from the library. This is for preschoolers. Can we switch Tues. and Thurs. open times then we can accommodate them? Start playgroup at the beginning of July to give enough time to advertise the change of hours. AI: Jennifer to send Karen the info. Motion to swap hours from Jenn - Second Karen - all approve.

Put an ad in the paper around the playgroup and the reptile event.

Summer reading and reptile event - need to get some pizza and soda for the reptile event. Summer reading event - Jennifer to prepare bags with information to go to the Jay - Westfield school. Can also get prizes from the CSLP at low cost. Maybe pencils, books, tracking bookmarks, magnifying glass and journals for prizes - a lot on CSLP website.

Onboarding Teka as backup librarian - she will need to get set up on payroll, then she can come in and get training with Jennifer. Good for her to come in on Thursdays - Carrie to get her availability and ask her to fill out paperwork with the Town. Would be good to start her before May 30 when Jennifer is in Librarian training. Jennifer to work on job description and Karen to find out pay info.

Jennifer to get in touch with Missiquoi River Basin for other events.

6. State Register of Historic Places - Thank you Jenn for shepherding this effort - have a certificate from the state to frame and hang up. Next steps - National register of historic places - Beau to look into it.

7. Updates/assignments for use of funds from the church - some new furniture - easy to clean chairs, a book drop from DEMCO Library Supplies - Jenn to look into purchasing one. Would be good to get some desks and chairs.

8. Grant Updates - Beau - CAP grant: 2 assessors - one for collections and one for the building. They will look at care and procedures for the museum collections, then write up a joint report.

Old books may also be included with the museum collections. Beau knows a conservator with a MLS degree. Also a professor at UVM in the historic preservation department that can do a building assessment. They will generate a report on what to do next. Next steps - LaDonna to sign commitment form and can send it back to Beau. There is also an orientation. There is a list from grantor of assessors. They may need one or two nights of lodging. Another grant to assess certain items in the collection. Would be good to get someone locally to donate a night's stay and board, which can count as a match. Beau's time can count as a match. Mid-week stay is OK for consultants - possibly ask Jay Peak for a donation. Good idea to log volunteer hours spent on this project. Grantor pays assessor fees directly to the assessor. Value of volunteer time is based on the role. There is a Foundation of American Conservators.

Future funding from NEH and IMLS may be next.

9. Fundraiser/open house/library card kickoff - vendor table for Jay Octoberfest Sept. 7 - starts at 8:30 - set up bake sale. Brochures for library. Also put up flyers at farmers' market and campgrounds.

10. Old business

11. New business - for next time add basement discussion

12. Adjourn meeting - motion to adjourn - Beth, second Carolyn - all in favor.