

Town of Westfield Library Trustees Meeting Minutes  
6/11/2024 4:00 - 5:30  
Hitchcock Memorial Library and Museum  
Westfield, VT 05874

Present: Jenn, Karen, Beth, Jennifer

1. Call meeting to order - motion Jenn, second Karen
2. Approval of 5/14/2024 minutes Motion Jenn- Second Karen - all approved
3. Public comment - none

#### 4. Additions/Deletions to the Agenda

- Regular Cleaning of Library
- Budget
  - workshop at VLA about interacting with the Town - Jennifer would like to see regular budget printouts on a monthly basis
  - For programs, we reached the max; money from church should be used for bigger items

#### 5. Discuss Basement

- have hygrometers to measure humidity - will place order when additional items are added to save of shipping.
- HEPA Air purifiers - around \$900 total (budget is \$1,000). Honeywell is a HEPA filter. Approved to purchase Honeywell air purifier. Jenn to send Karen the link with info to make purchase. Existing air purifier needs a new filter.

#### 6. Policies and bylaws

- Volunteer policies - use volunteer document from VLCT
- Review of by-laws - discussion edits - Motion to adopt Beth, Second Karen -all approved By-laws adopted 6/11/24

#### 7. Librarian Report -

- Visit from historical society - waiting to hear from person who does the video - partners with WCAX
- Thank you notes for Jay Focus group grant of \$400 - will send today
- Reptile event delegation of tasks, general updates about reptile event/summer reading bags/summer reading in general - 5 families signed up for reptile event so far; Jenn and Karen to procure plates, napkins, pizza and drinks - will host it inside.
- Palace project - announced in FPF - instructions on how to download and use the app
- Playgroup - starts July 2
- S220 pertaining to libraries - need to have a collection development policy - VT Dept. of Libraries will provide guidance. Parents have no right to circulation records of children 12 and over under new law.
- Trained backup librarian on opening and closing - she will train again this Sunday.

- VT historical society - beginners guide to cemetery sleuthing - is a program - would be great to have at the Community Center and co-sponsor with other libraries. Rate is \$225 plus mileage for a one hour program. Instructor is not booking until Fall.
- Jennifer went to the campground next door and left some flyers.

8. Updates/assignments for use of funds from the church - Should be used for bigger purchases

9. Grant Updates - got Jay Focus grant of \$400 and \$300 from Dept. of Libraries; got \$140 from Jennifer's parents for books- send thank yous for donations and putting together chairs.

10. Fundraiser/open house/library card kickoff

- June 29 - Berry Creek will have berry picking - but if weather isn't good then date may change.
- vendor table for Jay Oktoberfest Sept. 7 - starts at 8:30 - set up bake sale. Brochures for library. Also put up flyers at farmers' market and campgrounds.

11. Old business

12. New business - July 2 - Hours change to Tues 10-3; Thurs 2-7; Sun 11-3

13. Adjourn meeting - Beth motion, Karen second - all approved.