

Town of Westfield Library Trustees Meeting Agenda
7/9/2024 4:00 - 5:30
Hitchcock Memorial Library and Museum
Westfield, VT 05874

Present: Jenn, Carolyn, Jennifer, Beth

1. Call meeting to order - Motion Jenn Second Carolyn
2. Approval of 6/11/2024 minutes - Motion Jenn Second Carolyn
3. Public comment - none
4. Additions/Deletions to the Agenda

Cleaning - when they hire someone to clean the town office, they will also clean the library - confirm with Karen/LaDonna

Paperwork - storage of library documents - make sure any paperwork regarding gifts gets scanned and put on the google drive

Checks - donations for \$100 for programming were sent to the Town (send Thank you notes once we have donor info)

5. Library Report

- Jennifer to represent Hitchcock at the Jay/Westfield School event for boat races - will be an extra 5 hours on her timesheet, but Jennifer missed July 4
- Debrief Summer Reading Kickoff (what worked, needs improvement, etc) - amazing feedback from attendees - thank you to Jennifer for a successful event
- Also awesome feedback from moms on the Tuesday playgroup
- Adult fiction has been cataloged at the library
- Taking some book donations for adult fiction

- Thank you notes needed - one for donors and one to Connie for letting people park at the reptile event - Jenn to come in on Thurs. To take care of thank you notes

- Gift of Korean War jacket to Hilda Daigle to recognize her husband's service to the town

- July 2 - Hours change to Tues 10-3; Thurs 2-7; Sun 11-3

- Book sponsorship program is ongoing

- Jennifer finished her public library admin course

- In Fall - the HMML will host a local library directors meeting with Orleans library

- Possibly Cemetery Sleuthing program in the Fall if we can get funding

6. Open Meeting Law update

- Postponed - can be sent via email and discussed at next meeting

7. Policies and bylaws

Important to share with the board any communications that will be signed by the board in advance

8. Budget

- Tabled until next meeting

9. Choose and order the following:

- Book Deposit Box - any option that is weatherproof and covered is OK - preference for gray one - Karen sent a link to one on Amazon - should be ordered ASAP
- Circulation Desk - need a spot for people to put books on and a workspace for checking out books, plus space for computer - crates to put returning books in would be good too - ask Jennifer to measure the space for the circulation desk so we know how big it should be
- Outdoor pop-up tent canopy - may not be necessary right now
- 2 Computer desk/chairs - would rather not have arms for the chairs

10. Grant Updates - VT Dept. of Libraries still working on capital grant; Jenn to check in with Beau on grants for assessments

11. Fundraiser/open house/library card kickoff - tabled to next meeting

12. Old business

13. New business

14. Adjourn meeting - Beth motion, Carolyn second - all approved.