

Town of Westfield Library Trustees Meeting Minutes  
9/10/2024 4:00 - 5:30  
Hitchcock Memorial Library and Museum  
Westfield, VT 05874

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

1. Call meeting to order - Jenn motion, Carrie second - all approved
2. Approval of 8/13/2024 minutes - Motion Karen, Beth second - all approved
3. Public comment - none

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

- Ask LaDonna to add the library email to the town zoom account so Jennifer can set up a longer meeting - currently using a free account
- Add to next agenda
  - more eco-friendly cleaning supplies
  - Complete all policies and upload to web - Beth to check on google drive what is complete and what still needs to complete; check Dept. of Libraries handbook for boards to see what they recommend for policies
  - any paid work by the Library Director outside of regular library hours needs to be cleared with the Trustees in advance

#### 5. Librarian Report

- Cemetery Event - signed grant agreement; speaker is all set with lodging; Craftsbury to send notice to the newspapers
- Oktoberfest fundraiser - made some good connections, made \$155 to benefit the library
- Cleaning update - basement has been cleaned
- Equipment orders - playgroup is at the playground while the weather is nice - playgroup leader will come look at the basement; need a playmat for babies to sit on - at amazon cost is \$200 - need to have a conversation with playgroup before ordering the playmat - needs to be big enough and wipeable; or maybe get a carpet in the basement or maybe see if playgroup already had their own mat that they can bring
- Librarian Conference - Jennifer did not get the scholarship to go to the conference - she will still take Oct. 20 off
- Library Directors summit Oct. 29 - Jennifer will attend and put in her hours and for mileage - the summit is free
- Steve Perkins from VT historical society is coming Oct. 11 with CAX to look at the HMML and other historic sites in the area - will be archived on the historical society youtube channel
- Oct. 24 Jennifer is hosting Orleans/Essex county library directors meeting at HMML - Jonathan Clark from state Dept. of Libraries will attend - maybe up to 15 directors
- Teka came in on Sunday too train - Jennifer will be available by text if she needs anything

#### 6. Grant Updates -

CAP grant update - contracts and timelines - working on contracts now - we will have moisture level detectors set up - Beau to come and set them up. Katherine Sims donated 3 nights at her airbnb for the consultants. Jenn to send email with the assessment contracts. Questionnaire due 9/20; Jan. 7 is the deadline for the draft report; comments due Jan. 14. Grant fund is going directly to the assessors.

#### 7. Policies and bylaws - add to next agenda

#### 8. Budget

- Tracking - budget tracking spreadsheet with formulas - numbers are just placeholders and needs to be updated
- Board is responsible for the library budget - should be a budget report at each board meeting; the Library Director is responsible for budget management. The spreadsheet should make it easier for budget transparency.
- All donations should be listed on the budget spreadsheet to send totals to donors for their records with thank you notes - non-monetary donations also need to be recorded
- Possibly look at using church funds for new table and chairs, plus desk
- Wait until Spring to look at outdoor furniture
- drop box need to be returned - too flimsy - need to find a weatherproof one

#### 9. Old business

#### 10. New business

- Texas Holdem scheduled for January

#### 11. Adjourn meeting - Jenn motion, Carrie second - all approved