

Town of Westfield Library Trustees Meeting Agenda
10/8/2024 4:00 - 5:30
Hitchcock Memorial Library and Museum
Westfield, VT 05874

1. Call meeting to order

2. Approval of 9/10/2024 minutes

3. Public comment

4. Additions/Deletions to the Agenda

- Changing light bulbs
- Painting class at the library

5. Librarian Report

- half-day workshops for local historical societies and museums
- Halloween festivities
- light fixture in the children's room is burnt out, so we will need to get new bulbs
- -Cemetery Sleuthing Program (Oct 11)
- -WCAX filming at the library (Oct 11) - because this is more time-sensitive, can we make sure that Kim Dunn cleans before the film crew is here?
- -Afterschool program & playgroup

6. Grant Updates -

- CAP grant - pre-visit phone call is on Tuesday October 8 at 10:00. Beau and Jennifer will be at the library for that and hoping someone from the Trustees can be there as well
- Greetings librarians! The [Children's Literacy Foundation](#) (CLiF) has **three grants currently open** to public libraries who serve youth in under-served communities across VT and NH:
- The [Spark Grant](#) provides \$500 to past CLiF partners to support ongoing literacy goals. This includes an author visit, giveaway books, library books, and/or family literacy events. You **MUST** have received a CLiF grant in 2021 or earlier in order to be eligible to apply. This grant is due starting on **October 1st**, with rolling applications accepted the first of every month until available funds are spent.
- The [Community Literacy Grant](#) emphasizes collaboration with community partners, early childhood centers, and out-of-school time youth programs. This grant provides on-site libraries, inspiring storytelling events, and new books for children. The deadline to apply for a Community Literacy Grant is **October 7th**.
- The [Literacy Enrichment Grant](#) offers up to \$1000 in funding for project-oriented or experiential learning opportunities that bring literacy to life. Think fun, flexible, and creative! The deadline to apply for a Literacy Enrichment Grant is **November 1st**.

7. Library email for town zoom account

8. Cleaning supplies

9. Policies - circulation policy, conduct policy, public use of the library, by-laws, borrowing privileges, computer use - all need to be accepted and dates by the trustees

10. Asst. Librarian job description

11. Budget

- Any paid work outside regular library hours needs to be cleared by trustees first - per the Town Treasurer
- Tracking - budget tracking spreadsheet with formulas - numbers are just placeholders and needs to be updated

12. Old business

13. New business

- Texas Holdem scheduled for January

14. Adjourn meeting