

Town of Westfield Library Trustees Meeting Minutes
11/12/24 4:00 - 5:30
Hitchcock Memorial Library and Museum
Westfield, VT 05874

Present: Jenn, Carrie, Karen, Beth, Jennifer

1. Call meeting to order - motion Jenn, Second Beth - all in favor
2. Approval of 10/8/2024 minutes - Carrie motion, second Karen - all approved
3. Public comment - none

4. Additions/Deletions to the Agenda

5. Librarian Report

- Halloween festivities - 14 kids stopped by and they got books and candy; maybe next year have a craft for the kids
- light fixtures update
- Playgroup - playgroup is doing well in the basement - outlet covers ordered from Amazon; asked to put posters on the walls - hand a string and clip items to the string; possibly also get a rug - can use furniture and rugs to define spaces.
- Holiday closures - closed Thanksgiving; Closed Christmas Eve; Closed Dec. 31 - may need a backup on Dec. 29
- Annual Report to the Department of Libraries - Jennifer submitted a report for \$300 grant to Dept. of Libraries. Libraries submit all of their data to the state. Annual report due in January - Jennifer will send it in. It will be good prep for the Town annual report.
- Jennifer looking to get set up with a book distributor - has a better discount than Amazon. Distributor will also cover the hardcover books. Need to apply for an account with the distributor. Jennifer to connect with Karen to pay with a debit card.
- Andrew Liptak from VT Historical Society came to museum this weekend. There are grants to join a co-hort of similar organizations - he suggested we apply for this but the deadline is this week - maybe look at applying for the next co-hort. Also may want to reach out to state archives. Here are the links: [Activating 21st Century Local History Training Program!](#)

You can apply directly at this link: <https://form.jotform.com/242735528730055>

Please reach out to program.coordinator@vermonthistory.org with any questions you may have.

- Field trip to the Fairbanks - have a collection from same artist who did dioramas at Hitchcock. Jennifer to reach out to Beau for potential date on a Friday in December.
- Meeting with Town Treasurer in January to confirm budget and tracking

6. Grant Updates -

- CAP grant - Nov. 11 and 12 meetings with assessors
 - Report will be provided within 3 months
 - Possibly have someone come in with a machine to test the animals

- Would be good to get a grant to clean the dioramas - needs a conservator level cleaning
 - Look at glass enclosures for some of the animals
 - Jenn to talk to assessor about good HEPA vacuum - they recommended a Meile, which runs around \$1400
 - The clock tower may not be too complicated to fix
 - Carrie to look into a radon test from the state
 - After the assessors report arrives, we need a short and long range plan for what to invest time in and what to possibly not do - need a vision statement and will need some volunteers to help complete any work
 - Should apply for National Endowment for Humanities grant using assessor report findings
- SPARK grant - eligible to apply - they have a menu of options that will equal up to \$500. Jennifer wants \$350 for an author visit and \$150 for books.

7. Policies - public use of the library adopted and in google drive with application - Circulation policy - Approved

8. Annual Budget for Town due in December

- Deep Clean - yes or no? Add deep clean to the budget but get someone better \$1,125
- Tracking - budget tracking spreadsheet with formulas - numbers are just placeholders and needs to be updated
- Last year's budget - COLA for librarian - update budget - Beth to update FY25 budget with last year's numbers as comparison - can we increase librarian hours so the library can be open another day per week an additional day - Saturday would be great 4 hours. \$4,000 per year for an additional 4 hours per week
- Need to conduct an evaluation for the librarian

9. Old business

10. New business

11. Adjourn meeting - motion Beth, Jenn second - all approve