

Town of Westfield Library Trustees Meeting Minutes

12/10/24 4:00 - 5:30

Hitchcock Memorial Library and Museum

Westfield, VT 05874

Present: Karen, Jenn, Carrie, Carolyn, Beth, Jennifer (remote)

1. Call meeting to order - Motion Jenn, Second Karen
2. Approval of 11/12/2024 minutes - Motion Carrie, Second Karen
3. Public comment - none

4. Additions/Deletions to the Agenda

- Email from Selectboard - would like a record of patrons, how many people, what they are using it for and where they are from. Jennifer has a patron log and can provide a summary to the Selectboard. Spans from Jan. 23 - Dec. 8. She can also provide what people are checking out, e.g., dvd, books, interlibrary loans, etc. They also want to know what the additional hours are for. The library should be open an additional 4 hours. Would be good to be open on Saturday at the same time as recycling.
- Can we move Thursday to 1 - 6 instead of 2-7. Not too many people come in from 6-7? Most other libraries in VT close at 6. Motion by Carrie, second from Karen to change Thurs. hours starting Jan 2, 2025 from 1-6 - all in favor. Motion passes.
- Also discussion around extending hours on Tuesday rather than opening on Saturday.

5. Librarian Report

- Fairbanks visit - worthwhile visit
- Vacuum - have a new vacuum - can move animals after the open house
- Holiday Open House final logistical things - Lisa from junction 101 will donate cookies - can pick up from American Legion on Sat. or she can deliver them at 3. Karen can pick up the cookies from the American Legion in North Troy. Karen will also donate 3 tablecloths. Carolyn to bring cheese and crackers. Jennifer will bring cider and water. Open house is posted on facebook, in Newport paper, front porch forum, school newsletter and at the general store.
- Board to meet at 11 to help set up before the open house
- Audiobooks - on CD for free from other libraries; can also lend out a CD player
- Brought up courier for interlibrary loan to save money on postage - can partner with another library - Jennifer to follow up and check price

6. Furniture for the basement - the playgroup said it is really loud. They asked us to mitigate with a rug and some items on the wall. Need to get a study area upstairs. Warren Library has a corral table with 2 workstations for free 6ft x 3ft. Need a big list of things we need and put it on FPF to see if anyone can donate some items. Also, maybe ask Ethan Allen furniture plant if they can donate something.

7. Memorabilia - possibly have a volunteer archivist to help with scrap books, photos, etc. There is some mylar in Burlington that we may be able to pick up at no charge.

8. Grant Updates -

- CAP grant - waiting for final report
- Application open for summer performance grants - up to \$350 - through Dept. of Libraries - Jennifer to apply.
- Received the Spark grant for \$150 in new children's books and the rest for an author performance from someone in our area
- Winter break dates for the performance - needs to be in the next 3 months - Jennifer checking with a couple of children's book authors in the area.

9. Policies -

- Make a plan for getting community input for making the collections policies - need a policy regarding the goal of the museum; need to offer a draft - gather some examples of what other museums have for policies. Most important to craft the mission for the museum before drafting a policy.
- Start with an easel at the open house and ask people what is most important to them about the Hitchcock museum. Maybe also do a questionnaire at town meeting.
- Bulletin board policy needed, e.g., regarding taped notices. Should be in one place and no tape on hardwood. Maybe an easel in the entryway.
- Need to clean up google drive - only have the adopted policies and remove drafts.

10. Annual Budget for Town due in December

- Any changes

11. Old business

12. New business

13. Adjourn meeting - motion to adjourn Beth, second Jenn - all approved