

Hitchcock Memorial Museum and Library  
Trustees Meeting Minutes  
February 11, 2025 4:00 - 5:30  
Hitchcock Memorial Library and Museum  
Westfield, VT 05874

Present: Karen Blais, Carrie Glessner, Carolyn Lister, Jenn Stelma, Beau Harris  
(Museum Consultant), Jennifer Johnson (Library Director)

1. Call meeting to order - Jenn Stelma
2. Approval of 1/14/25 minutes - Carrie motioned to approve the minutes from the 1/24/25 trustee meeting, Carolyn seconded. Motion passed.
3. Public comment - no public present
4. Additions/Deletions to the Agenda - none

5. Library Director Report:

- Jennifer reported that the new circulation desk and basement is a great upgrade. A power strip is needed, Carrie will take care of this.
- The \$250 awarded by the grant from the Jay Focus group should come in any day. \$150 of those funds will go to VINS for the summer reading kick-off program, and the rest will go to summer reading logs for participants in the summer reading program. For ordering summer supplies, things added to the cart need to be paid for within 24 hours; Karen and Jennifer will order Tuesday 2/18 in collaboration from the CSLP (Collaborative Summer Library Program).
- The public computer's operating system will no longer be supported after this October 2025 so we will need to begin to investigate options for funding for the new computer (donating, fundraising, etc)
- March 9 and 11 Teka to cover shifts while Jennifer is away.
- Patron suggested several times that a handrail for the top of the stairs would make it less dangerous to go down the stairs. Karen will ask Roger Tatro to see if he can install that.
- Jennifer will look into the UVM Master Gardener program to see if someone could come to do a workshop in conjunction with the seed library opening. Hosting a gardening program in the Spring might be a nice option. When more information is available on the workshop dates, Carrie will write a Press Release for this event. Beau suggested a workshop specific to seed saving.
- A renewal fee of the LibBib will be coming up soon, we believe it is \$100 for the year.

-Collections Policy Development: VT Dept of Libraries is requiring that every public library in Vermont must have a collections development policy by July 1, 2025. Carrie and Jennifer participated in the webinar for the policy. We need to be in compliance by July 1. Jennifer believes we would be well served by using their policy that they have developed.

Our policy could involve language that specifies the Library Director shall notify the Board when a request for reconsideration of materials has been submitted. Carrie suggested also that the Library does not act as locos parentis.

-Jenn made a motion that we adopt the language in the Circulation Policy from the VT Dept of Libraries. Carrie seconded. Motion passed.

-Next meeting we will vote on the Collections policy. Jenn will edit the collection policy for voting at our next meeting.

6. Budget discussion and record-keeping meeting with Lisa, Town Treasurer and Ladonna, Town Clerk: They are adding new categories to reflect our spending and revenue. Lisa will add book sponsorship category in line item to be clear when funds come from book sponsorships vs book sale or other donations. Jennifer will work on creating an organizational system to keep track of budgeting category so that our categories match their line items.

-ILL book currier is costing a lot, we are waiting for the position at the VT Dept of Libraries for ILL to be filled in order to share a courier service.

-Book jobber/Ingram account will be set up soon so we will not be needing to order from Amazon as much as we were.

-Family Literacy Afternoon Event Sunday February 23 1:30-3:00

Jennifer would like trustees to come at 1:00 to help set up before and clean up after.

## 7.Grants

- CAP update: Report from Marilyn and Lisa has been drafted and it is now up to us to make suggestions, comments, and prioritize the changes and submit these as soon as possible so we can complete the process. Beau will compile our comments in a PDF and send it to Marilyn in an email. They would then compile our suggestions and submit a final report to us. Our goal is to have suggestions compiled and sent to Marilyn Monday February 17.

Beau left the meeting 5:01

- Clock repair- we discussed the option of contacting someone to fix the clock. We all would like to see the clock in proper working order.

8. Policies: Collection policy to be discussed at our next meeting. Current policies to be reviewed at our next meeting to be put on the Town website.

Public Use Policy discussed and we agreed to keep it as is, and that we'd love to hold a Game Night, puzzle tournament, and book club.

9. Fundraising events- Texas Hold Em, Saturday February 15 from 9:30 12:30. Carrie will be there 9:30-11:30. Carolyn and Karen will be there for the entirety. Karen is getting hot dogs donated from Troy General Store and will also be getting buns, bread for sandwiches, and paper plates. Carolyn will be bringing diet coke, ginger ale, and paper napkins. Carrie will bring cookies. Jenn will bring egg salad, creamy chowder, and paper bowls.

10 Furniture for Library: We all agree the new furniture arrangement looks great. Karen expressed interest in refinishing the library table. Carrie will purchase 2 more felt wall tiles for sound absorption in the basement.

11. Care of historic materials for display: Beau is happy to help Carolyn with this project as his schedule allows.

12. State Library emails: We discussed the Circulation Policy.

13. Old business- none

14. New business- none

15. Adjourn meeting, Motion Carrie, Second Carolyn. Next meeting March 11, 4:00 at the Library.