

Hitchcock Memorial Museum and Library

Trustees Meeting Minutes

August 12, 2025 4:00

Hitchcock Memorial Library and Museum

Westfield, VT 05874

Present: Jennifer Stelma, Karen Blais, Carrie  
Glessner, Carolyn Lister, Rebecca Velazquez,  
Jennifer Johnson (remote), Teka Slagle (remote)

1. Meeting called to order by Jenn, 4:08pm
2. Approval of 7/15/25 minutes. Jenn made a motion to approve. Carolyn seconded. Minutes approved.
3. Public comment - None present.
4. Additions/Deletions to the Agenda. Items will be reordered so that Jennifer Johnson is present for certain discussions.
5. Library Director Report
  - a. Events:
    - i. Composting Event: this has been postponed until the bear specialist can be present.
    - ii. Old Stone House Day: Karen will be representing HMML.
    - iii. Home School Ice Cream Social: Jennifer will use the Program budget money to purchase ice cream. Jennifer mentioned that 64% of the money budgeted for Programs is still available. Some will be used for Halloween. Jennifer and Carrie suggested purchasing Legos from Ebay for an ongoing Lego Club.
    - iv. Avoiding Scams and Fraud event - Carolyn is concerned that this program may be redundant, as there are already

quarterly programs about this topic at the Community Center. Jennifer will look into how much overlap there is in the programming.

- b. Courier Program - No new information. Will follow up.
- c. There continues to be interest from patrons about HMML's archives. Some patrons came with artifacts they wanted to identify. Jennifer will contact Beau. RV Maybe an event where people can bring their curiosities and oddities to be identified.
- d. There continues to be public interest in archival photos. Jennifer requested a summary of what the Town Office has, so that she can direct people accordingly. A patron with archival experience has volunteered to help in any way she can. Karen has volunteered her scrapbooking skills. Carolyn and Jenn will reach out to Beau for a meeting in September about training volunteers.

6. Library Hours -

- a. Saturday hours will be 10am - 2pm and will commence on September 6th. Jennifer and Teka will alternate weeks.
- b. The Board would really like there to be Storytime on Saturdays. Jennifer and Teka expressed concern about only having one staff member there during a Storytime. Rebecca suggested asking parents and community members to volunteer to read a story/help with an activity.
- c. In light of Teka's extended hours, Jennifer will be training Teka to help with cataloguing, ILLs, etc.
- d. Jenn will work on new Library House signage.

7. Finances-

- a. Selectboard needs to officially okay Karen's name being on the debit card. Will be on agenda for the next Selectboard meeting.
- b. The Board proposes August, Monday 25th at 9am as the date and time for a meeting with Lisa about finances.

8. Memorandum Between Library Trustees and Select Board-
  - a. Selectboard was happy with the Board's edits and passed along their own: Some formatting needs to be fixed and Line 6A should use either "regularly" or "annually" as opposed to both. Board agreed on "annually." After those edits were made, Jenn made a motion to pass the Memorandum Between HMML Library Trustees and the Westfield Selectboard. All were in favor.
  - b. Budget System Review - Jennifer is happy with the current system of utilizing a spreadsheet in Google drive. She asked the Board about recording donations in that document. She does not currently do so, instead sending notated donations to the Town Office where Karen has been recording them. Karen will no longer be at the Town Office and the Board also agreed that there should be documentation on HMML's end. Jennifer will include that information on the spreadsheet moving forward. There was discussion about whether or not to record the names attached to donations for possible fundraising in the future.
9. Executive Session - Jenn motioned to move into Executive Session at 5:11pm. Executive Session ended at 5:24pm. Teka Slagle has received an increase in hourly wages.
10. Upcoming Purchases
  - a. Computer Purchase. Carrie will get recommendations and facilitate purchase.
  - b. Pop Up Tent, Carport Tent and Table Umbrellas.
    - i. Board is interested in purchasing all three. Since a carport is semi-permanent, there needs to be an inquiry about how it will affect lawn care and where it will be set up.
11. Old business - None
12. New business - None
13. Jenn motioned to adjourn the meeting at 5:28. Karen

seconded. Meeting adjourned. Next meeting September  
9, 2025 at 4:00