

Hitchcock Memorial Museum and Library
Trustees Meeting Agenda
October 14, 2025 4:00
Hitchcock Memorial Library and Museum
Westfield, VT 05874

1. Call meeting to order
2. Approval of 9/9/25 minutes
3. Public comment
4. Additions/Deletions to the Agenda
5. Library Director Report
6. Staffing Discussion
7. Museum Cataloging: Church Memorabilia, Beau Harris Site Visit
Proposal Review
8. Selectboard Meeting Attendance Discussion
9. Finances: Invoice and Spending Approval
10. Town Meeting: Trustee Year- End Report, Budget Planning
11. Facilities - Window Replacement, Heat Pump
Installation, Clock Repair, Youth Room Renovations
12. Executive Session
13. Upcoming Purchases
14. Old business
15. New business
16. Adjourn meeting, next meeting November 11, 2025 at
4:00

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Present: Jenn Stelma, Carrie Glessner, Carolyn
Lister, Rebecca Velazquez, Jennifer Johnson,
Beau Harris (remote)

1. Meeting called to order by Jenn, 4:05.
2. Approval of 9/9/25 minutes. Carrie made a motion to approve Carolyn seconded. Approved.
3. No public comments
4. Update on mouse infestation added to the Minutes.
Financial Discussion about Invoices/Purchases deleted in Karen's absence.
5. Library Director Report.
 - a. Halloween. - HMML will have a trunk at the JWES Trunk or Treat on 10/30, from 5pm - 7pm. Jennifer will purchase mostly non-candy treats, utilizing money in the programming budget. Carrie will purchase/make decorations.
 - b. Jennifer would love to host cold weather movie nights at the library - thinking the inaugural one would be "Hitchcock at the Hitchcock."
 - c. December 6th or 7th, were decided upon as potential dates for Jenn Stelma and Kim Backus's swag workshop. It will begin after closing on either date.
 - d. Holiday closings: Jennifer asked for the board's recommendation on Veteran's Day and New Year's Day closures. All agreed to

close for those holidays.

- e. Inter library loans through the courier service are now available!
There is no fee to the borrower for the service.
 - f. Jennifer and Carrie chose and purchased a refurbished computer for the library, as per previous discussions.
 - g. Jennifer has been in discussion with Lucie, who does intergenerational crafting workshops, about collaborating on a Creative Aging Grant through the Vermont Arts Council.
 - h. HMML is currently applying for a Wild & Scenic River Community Grant to fund three children's workshops with Jane Halbeison in the Spring, as well as river-focused circulating backpacks.
6. Staffing Discussion moved to Executive Session
7. Museum Cataloging: Church Memorabilia, Beau Harris Site Visit Proposal Review
- a. Beau will visit HMML on Thursday, October 30th, beginning at 10am. The main incentive is for him to give Jennifer and the Board proper training so that they can then train and utilize volunteers. He will also consult and give guidance on the following:
 - i. Archival storage, display and digitization.
 - ii. Taxidermy cleaning, storage, donation, rehousing and disposal
 - iii. Cataloguing museum items
 - iv. Temperature controlling basement for storage of materials
 - b. The Board discussed HMML's role as the home for Westfield's historical materials. This was prompted by the topic of Church Memorabilia, such as handwritten records going back generations. Beau strongly recommended the development of both a Collections Policy and a Collection Management Policy.

These would be beneficial in deciding what materials to keep, give the public access to, accept as donations, etc. Beau suggested that a Museum Mission should also be developed for these very reasons.

- c. Mylar for shelves and archival materials will be purchased prior to Beau's visit and other materials will be purchased afterwards, once he sees the different size and formats of records. Beau recommended purchasing through University Products.
 - d. Jennifer will revisit CAP recommendations before Beau's visit.
8. Selectboard Meeting Attendance Discussion - Jenn offered to attend October 20th meeting. Board members and Librarian will send Jenn items for discussion.
 9. Mouse Update: Jennifer would like to focus on preventing mice from entering the building. She would also like to stop using glue traps. These will be communicated to Pest Control.
 10. Executive Session: Entered Executive Session at 5:03. Left at 5:34pm.
 11. Town Meeting: Trustee Year- End Report, Budget Planning. Board agreed to hold a standalone meeting to review last year's budget and create next year's. This budget meeting will take place on October 21 at 3pm.
 12. Facilities - Youth Room Renovations
 - a. Dan Digesse is not available for the shelving project - The Board will ask Lisa for other contractor recommendations.
 - b. Jenn felt strongly that all the proposed changes should have a budget.
 - c. There was discussion about the other enhancements to the room, with some disagreement on how to proceed. The scope of the project was discussed as it pertained to the time frame and the cost. The broader question being: do we do the

renovations during the scheduled closure even if it means making certain concessions for brevity and cost. This discussion centered around:

- i. Flooring - removing current shelving necessitates replacing the carpet. Jenn requested a quote on hardwood flooring, along with carpet.
 - ii. Shelving - can the current shelving be repurposed or recycled.
 - iii. Walls - some options include repainting the current paneling, stripping and repainting drywall, stripping paneling and installing/painting v-groove pine. Quotes were requested for all options.
- d. Carrie will discuss further with Lisa.

13. Upcoming Purchases. None.

14. Old business. Carrie is in the process of making the Hours signage.

15. New business . None.

16. Next meeting was schedule for November 18, 2025 at 4:00 to accommodate Rebecca's schedule.

17. Jenn motioned to adjourn the meeting at 6:23pm. Carrie seconded. Meeting adjourned.

Minutes from this meeting will be posted on the Town's website, <https://westfield.vt.gov/>. The audio recording will be posted on the Town's Youtube page at <https://www.youtube.com/@TownofWestfieldVT>. Minutes and audio recordings will be posted within 5 days following the meeting.