

Hitchcock Memorial Museum and Library  
Trustees Meeting Agenda  
October 21, 2025 3:00  
Hitchcock Memorial Library and Museum  
Westfield, VT 05874

1. Call meeting to order
2. Public comment
3. Additions/Deletions to the Agenda
4. 2024-2025 Budget Review
5. Line Item Additions: Museum Collections and Development. Etc.
6. Dutton and Church Fund Review
7. Library Fund Dividend Discussion
8. 2025 - 2026 Budget Development
9. Trustee Year- End Report Development
10. Adjourn meeting.

Zoom link for public attendance:

<https://us06web.zoom.us/j/83659692744?pwd=RJEFa8XgAywM2bIYdaayTx2An9UGbK.1>

**Hitchcock Memorial Museum and Library  
Trustees Meeting Agenda  
Budget Meeting  
October 21, 2025 at 3:00 pm  
Westfield VT 05874**

Present: Karen Blais, Carrie Glessner, Jennifer Johnson, Carolyn Lyster, Jenn Stelma

1. Call meeting to order:

Meeting called to order at 3:04pm

2. Public Comment:

None present

3. Additions/ Deletions to the Agenda:

Executive Session

4. 2024-2025 Budget Review

There are line items that are within the budget and line items that are not, which is to be expected with new developments in library programming, resources, and the supplies needed to provide the library's new services. We have been in meetings with the Town Treasurer to discuss this and have received acknowledgement that this is to be expected. The library's services have been well received and well attended by the community. Reviewing the previous year's budget gives us helpful information as to create next year's budget.

5. Line Item Additions - Museum Collections and Development, Etc.

We discussed the possibility of creating a new line item in our budget to specifically address the needs of the museum collection as we work toward cataloguing every item in the collection, develop a collections' policy, and work toward creating an environment inside the museum that is conducive to a healthy collection by addressing harmful light exposure, humidity, and cleaning the items in the collection including the taxidermy. We will explore purchasing options for Mylar and other archival materials through Hollinger Metal Edge, which offered a 15% discount. We agreed to wait for Beau's visit when he will be offering his consultation to get better estimates on material quantities needed.

6. Dutton and Church Fund Review

We are committed to investing a portion of the "Dutton Fund" from a recent donation into a CD, bond, or high yield savings account. We have yet to determine how we will invest but will decide as a group when we get more information about our options from the Town Treasurer.

7. Library Fund Dividend Discussion

The trustees are wanting the interest from the investment accounts to be used for the Library Budget, while leaving the principal alone. This has been supported by the Selectboard, and we are awaiting direction as to how this will occur.

## 8. 2025 -2026 Budget Development

We are suggesting \$1,000 for training to cover conference expenses and \$1,500 for books to refresh the collection. There is a possibility we will need to change our book supplier to Ingram due to our current supplier's (Baker and Taylor) closure. This may result in a longer delivery time. There is a need to weed out adult fiction books to make space for new acquisitions. Hitchcock discussed the library's collection and circulation, noting a need to expand the juvenile fiction section, particularly graphic novels and middle-grade books. We proposed increasing the budget to \$1,500 for new acquisitions and mentioned exploring grant opportunities. The library director considered reaching out to the school librarian about a potential circulating collection for students, though logistical challenges were identified. The discussion touched on the slow circulation of books since school started and the possibility of coordinating with the after-school program. We proposed a \$1,000 budget for general supplies, including cleaning and maintenance items, and the group agreed to maintain this amount. We discussed increasing the postage budget to \$75 to accommodate interlibrary loans. We are recommended adding \$100 for the Libib catalog system and \$90 for the courier service. The group considered joining Libby, an e-book and e-audiobook platform, but decided to gather more information on costs and usage before making a decision for the next year.

**Subscriptions & programming:** The Trustees proposed adding a local newspaper subscription, with the Chronicle priced at \$35 annually, and explored options for children's and adult magazines. The group decided to maintain the current \$1,000 program budget, noting that many programs are grant-funded, and discussed adding a \$50 line item for decorations. We also considered adding potted plants and stones to the library's exterior. We would like to offer Museum passes to patrons, specifically to the Fairbanks Museum in St. Johnsbury.

We are wanting to focus on larger fundraising events to fund library programming and services, as well as applying for grants to support the HMML's vision. We explored various fundraising ideas including a craft fair, silent auction, and community events, with Karen B. offering to organize a craft fair at the community center. The board also addressed the need to finalize details for the youth room renovation and other building improvements, including potential storage solutions for the basement. They agreed to follow up with Lisa about grant accounting and to continue brainstorming fundraising ideas before their next meeting on November 18th. We discussed discrepancies in grant spending and programming costs, with Hitchcock noting that some grant money had been used to cover expenses. The group identified a programming discrepancy and planned to have a meeting with Lisa to discuss.

## 9. Executive Session

Executive Session began at 4:15pm

Executive Session ended at 4:40pm

## 10. Trustee Year-End Report Development

We will be discussing this at our next Trustee meeting on November 18 at 4:00

### Next Steps and To Do Items:

Research and provide pricing for Libby subscription

Look up pricing for local newspaper subscriptions

Inquire about getting a 7 Days drop-off/kiosk at the library

Research pricing for children's magazines

Research Fairbanks Museum pass pricing for library subscription

Contact GMLC to get specific pricing for Libby based on library's patron count

Look up Palace statistics to assess current usage

Reach out to school librarian about circulating collection for Jay Westfield Elementary

After Beau's visit, research and price Hollinger Metal Edge supplies for museum items

Create separate line items for Museum Supplies and Museum Services in budget

Contact Hollinger Metal Edge to set up account and confirm MHEC discount

Follow up with Lisa about budget questions including: grant accounting procedures, income line item clarifications, programming expense discrepancies, dividend income from Dutton and Church funds

Verify with Lisa about flowers and stone budget responsibility

Ask Lisa about creating new line item for building improvements/capital improvements

Get pricing estimate for clock repair/maintenance

Obtain cost estimates for basement improvements to make it suitable for storage

Prepare librarian section of year-end report with statistics

Prepare trustees section of year-end report focusing on donations, capital projects, and building improvements

Schedule additional budget meeting if needed after November 18th regular meeting

Brainstorm and develop fundraising ideas for next meeting

Follow up on clock repair cost estimate

11. Adjourn Meeting

Meeting adjourned at 5:17pm