

Revised

Hitchcock Memorial Museum and Library

Trustees Meeting ~~Agenda~~ Minutes

November 18, 2025 3:30

Hitchcock Memorial Library and Museum

Westfield, VT 05874

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

1. Meeting called to order by Jenn, 3:37pm.
2. Approval of 10/14/25 minutes. Carrie made a motion to approve Jenn seconded. Approved.
3. No public comments
4. Additions/Deletions to the Agenda: Renewal of Policies was added, but then tabled for next meeting.
5. Library Director Report.
 - a. Events- There has been a lot of public interest in a children's Ornament Making Workshop. Jennifer has decided on December 6th, for the event The Board decided to keep the event free of charge, instead opting to utilize Board member donations and the Programming budget for materials. Sign-ups for the December 7th Swag Workshop have been strong. Rosemary Croizet would like to host a Knitting Workshop. She had requested an evening timeslot, but Jennifer would prefer the event to take place during library hours. While evening hours would open it up to more participates, it also would necessary a fee (per policy about after hours events) which would make it less accessible.
 - b. VTLIB Director's Summit: Jennifer shared about her time at the summit. One thing they discussed was resiliency and emergency

- preparedness. She recommended the creation of a Disaster Response Plan for the museum. All agreed this was a good idea.
- c. Grants and Benefits: There will be a December 3rd Webinar focused on Grant Writing for the HUD Grants. These grants range from \$100,000 - \$400,000. Jennifer is concerned that eligibility may be contingent upon the formal submission of a 2024 Annual Report. If so, HMML will be sure to submit one this year for eligibility in 2026. Jenn and Jennifer will both attend the webinar.
 - d. Other Updates: The new computer is up and running after some issues with the adapter. The mouse problem is ongoing, will look into anti-rodent spray insulation.
6. Museum: Museum Project will be postponed until New Year so that the purchase of needed supplies will be on the 2026 budget. In the meantime, Carrie will make a draft of the project specs in the meantime.
 7. Finances: Invoice and Spending Approval. Per Lisa's request, this will be an item on each month's agenda. Jennifer and Karen will present receipts from the previous month to the Board for their review.
 8. Town Meeting: Trustee Year-End Report. Jennifer will begin to work on this using last year's template.
 9. Budget Planning: Jennifer presented an updated Budget Worksheet which incorporated feedback and edits from Lisa. Jennifer walked the Board through changes and additional edits were made.
 - a. Expenses Line Item Edits and Discussion
 - i. Training: the drastic cut to this budget comes from "Mileage" now being its own line item
 - ii. Books: No need to increase due to the success of Book Sponsorships.
 - iii. Supplies: Doubled because Museum Supplies is no longer its own line item. The Board cut \$500 from the proposed

budget by reducing the number of Mylar rolls to one. Beau approved. He also recommended buying supplies per project, to better assess how much material is needed and budget accordingly. Jenn mentioned that the CAP Grant report should help secure grants for museum supplies. Additionally, Board will look into less expensive options for paper towels and other paper goods.

- iv. Postage: Increased because it now includes Courier Cost. There was some discussion about less overall postage being needed with the Courier as an option.
- v. Library Dues and Subscriptions: The Board, regretfully, decided not to purchase a Fairbanks pass. There has not been enough interest from patrons to warrant the \$150 cost. Carrie and Rebecca offered to donate their copies of Highlights/High Five magazine to save the \$42.00 in subscription costs. HMML will need to factor their zoom account into this budget line item.

b. Income Line Item Edits and Discussion:

- i. There was general discussion about how each Income Item needs a corresponding Expense Item.
- ii. Fundraising: Carrie suggested earmaking these funds for a carport. All agreed that an outdoor space for patrons to use WIFI when the library is closed would be ideal. The details of the carport purchase, placement and timeline are still up for discussion.
- iii. Edward Jones Dividends: Lisa will be adding in this line item once the amount is settled on. There was some discussion about the previous Selectboard meeting when the Edward Jones representative was present. Rebecca noted that when asked what amount they could safely use without

any effect on the investments, he suggested \$250 per month. Ultimately, the dividend income and receipt schedule will be determined by Lisa and the Board will then incorporate that into their budget.

10. Facilities: Youth Room Renovations

- a. The Board selected their carpet choice, decided to paint the existing paneling as opposed to replacing it with shiplap. Richard Degre will be building the new shelves, utilizing materials from the current shelves.
- b. Youth Room Renovation adjacent: Window replacement work has begun. Carrie is very concerned that she saw scaffolding bolted into historic woodwork. Beau stressed that woodwork should not be damaged. Carrie will reach out to the Town to please communicate the importance of preservation to the workers.

11. Upcoming Purchases. None.

12. Old business. None

13. New business . None.

14. Next meeting is scheduled for December 9 at 4:00.

15. Jenn motioned to adjourn the meeting at 4:55pm. Carrie seconded.

Meeting adjourned.

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