

Hitchcock Memorial Museum and Library  
Trustees Meeting Agenda  
December 9, 2025 4:00  
Hitchcock Memorial Library and Museum  
Westfield, VT 05874

1. Call meeting to order
2. Approval of 11/19/25 minutes - with edits.
3. Public comment
4. Additions/Deletions to the Agenda
5. Library Director Report
6. Donations: Long-term CD, terms and deposit amount
7. Finances: Invoice and Spending Approval
8. Town Meeting: Trustee Year- End Report
9. Budget Planning: Final Approval before Submission to Town
10. Facilities - Youth Room Renovations Update
11. Executive Session
12. Upcoming Purchases
13. Old business
14. New business
15. Adjourn meeting, next meeting January 6, 2025 at 4:00

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December 9, 2025 4:00pm

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Present: Jenn Stelma, Carrie Glessner, Carolyn

Lister, Karen Blais, Rebecca Velazquez

(remote), Jennifer Johnson (remote)

1. Meeting called to order by Jenn, 4:09pm.
2. Approval of 11/19/25 minutes with edits. Carrie made a motion to approve Karen seconded. Approved.
3. No public comments
4. Additions/Deletions to the Agenda: Museum Timeline and HUD Grant for Capital Improvements.
5. Library Director Report.
  - a. After School Program- Last week, Jane Halbeison came and did a project with the kids. This week will be the final After School Program of the session. Jennifer feels it went really well.
  - b. Events- The swag workshop was a huge success! There were approximately 23 participants. Patrons really love these workshops - and there is excitement for a knitting one in the future. There were around 9 children in attendance at the Ornament Making Workshop. Jennifer would like to get the word out about it a little sooner next year. Extra materials have been left out for use by After School kids.
  - c. Grants - There is no update on the River Grant - Jennifer really hopes we can move ahead with Springtime workshops with Jane Halbeison if/when this grant comes through.

- d. Building - The mice situation seems to be under control. All windows have been replaced, aside from the one behind the dioramas that need to be done from the outside. Jeff has asked about the old blinds and the Board agrees that they had no other use for them. Everyone was happy to hear that there's been no freezing in the building during the cold weather stretch.
  - e. Other - Jennifer asked the Board to spread the word about the book sale books. It is \$1 to fill a bag or free to take children's books.
  - f. Seed Library - Jenn communicated that High Mowing Seeds is ready to make its donation to the Seed Library. Jennifer said that it's being sorted through and organized and ready to accept the new seeds.
6. Donations: Long Term CD, Terms and Deposit Amount
- a. The Board discussed different options for investing the roughly \$34,000 in library donations. All agreed that a large portion should be placed into a CD. Karen suggested splitting it up into a few different CDs, potentially with different lengths and rates. The conclusion was that the Board would move forward with whatever Lisa recommended. They would like her recommendation on the following:
    - i. How much to keep out for Youth Room Renovations, basement wall replacement and clock repairs - and if there are reasons to keep more available for use.
    - ii. Whether to put money into a single or a variety of CDs.
    - iii. Whether to go with 6 month, 1-3 year or 3-5 year CD, or a mix.
7. Finances: Invoice and Spending Approval. Only two invoices needed to be reviewed. One was a \$10 book purchase and the other was an Ingram invoice. Jennifer is awaiting an itemized Ingram invoice, because she

feels that the amount was higher than expected. She provided a physical copy to the Town Office because the scan was less than ideal. All agreed that the invoice should be sent to Karen as well, per the new Monthly Invoice Review process. The conversation turned to the scanner in general. The Westfield Fire District has offered to donate an old color printer, with scanner, to the library. Jennifer was encouraged to accept that donation. This will exist alongside, not replacing the current printer. There will be more discussion on if it is worth continually buying color ink, if the public would be given access to color copies and what the charge for that service would be.

8. Town Meeting: Trustee Year-End Report
  - a. Carrie will work on the patronage graph she drew up last year.
  - b. Jenn and Rebecca will work on the Trustee statement. This will include the 2025 donations and 2025/2026 building renovations and improvements.
9. Budget Planning: Final Approval before Submission to Town
  - a. Edits were made to Jennifer's initial draft, per last HMML Trustee Meeting.
  - b. Carrie suggested the addition of \$100 to the Supplies line item for the purchase of stanchions for blocking off the taxidermy in the lobby.
  - c. The Salaries line item needed to be discussed in Executive Session, but once that was determined, the budget was deemed ready to send to the Town.
10. Facilities:
  - a. Shutters were placed on downstairs windows in error, but the Trustees agreed that they looked really nice. A happy accident! Jennifer is concerned about them blocking more light in an already dark space and there was some discussion about a longer

term lighting plan. Jenn is hopeful that a HUD grant would allow HMML to come up with a new electricity and lighting vision. This could include outlets for lamps, additional lighting fixtures, etc. Carrie will check in with Lisa on the switch over of all bulbs to LEDs. Carrie will also reach out about new latches on display cabinets and making sure the contractor is asked for a quote on replacing the basement wall.

11. Executive Session: Entered at 4:59pm and Exited at 5:16pm. Trustees would like to move HMML Trustees Meeting to the 1st Thursday of each month from 4pm - 5:30pm, so that they take place during library hours. This will begin in February 2026.
12. Upcoming Purchases. None.
13. Old business - Youth Room Renovation Logistics
  - a. The Board discussed a preliminary plan for clearing out the Youth Room before renovations.
14. New business . Museum Timeline
  - a. Carrie drew up a draft timeline for Museum projects. This was emailed to the Trustees and Jennifer before the meeting. The November/December line items include additional sign to dissuade people from touching the cabinets. Carrie recommended a folded card that read "Please Don't Touch the Cases."
  - b. Jenn would like to share the timeline with Marilyn and Lisa when they come for their final CAP report meeting. All agreed that it would be great to gather their suggestions on grants that could offset the costs incurred within the timeline.

- c. During the meeting, Beau forwarded an estimate for restoring the Balch dioramas: \$30,000. This is the exact sort of thing that large grants would be necessary for and why the Trustees invested time and money into the CAP grant, which should help secure future grants.
15. Next meeting is scheduled for January 6 at 4:00.
16. Jenn motioned to adjourn the meeting at 5:36pm. 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.**