

Hitchcock Memorial Museum and Library

Trustees Meeting Agenda

January 6, 2026 3:30pm

Hitchcock Memorial Library and Museum

Westfield, VT 05874

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

1. Meeting called to order by Jenn, 3:34pm.
2. Approval of 12/9/25 minutes. Carrie made a motion to approve Jenn seconded. Approved.
3. No Public comments. Richard and Jan were present for the Facilities agenda item- which was subsequently moved up in the agenda.
4. Additions/Deletions to the Agenda: Quick discussion about cataloguing HMML Trustee Meeting Minutes. Jenn suggested getting printed copies from the Town Office to save in Trustee binder. Jennifer will reach out to Niki to coordinate printing past Minutes and beginning to keep up with current ones.
5. Library Director Report.
 - a. Programs- Rosemary Croizet has submitted the paperwork to teach Beginners Knitting Classes at the library. Classes will run on Saturdays and there will be a fee for materials. The Board approved the submission and is excited to begin on January 31st. There will also be a Knitters Circle, also run by Romy, for all skill groups.
 - b. Grants -

- i. We received the UMATR River Grant - Jennifer is excited to reach out to Jane Halbeison and get her workshops on the May calendar.
- ii. NEA Big Read Grant - Jennifer is not optimistic that there is enough interest from other libraries to make this work. The grant involves a match component and, since the minimum award is \$5000, a larger scale plan would be necessary. She hopes this first attempt is a spark for future applications for this grant.
- iii. Summer Programming Grant - Jennifer will be pursuing this again, but recommends using the funds for summer performers or evergreen items that can be used during the summer (like a microscope). Using the funds for the Summer Reading Program is not recommended, as participation has been fairly nonexistent.
- iv. Clif Grants - Application process has opened up. Jennifer would like to see if this could be a project for Teka to take on.
- v. HUD Grant - An Annual Report submission to the Department of Libraries is not mandatory for HUD grant application. However, Jennifer and Jenn would like for this to be an ongoing goal.

- c. Patronage - Jennifer is a little disheartened that the patronage numbers are low, especially on Saturdays. She would like to look into increasing the Playgroup participation. Jenn and Carrie suggested taking a look at the town's demographics to see how we can best serve the public.
- d. Cataloguing - Jenn checked in on how cataloguing was moving along. Jennifer and Teka have been working toward the goal of cataloguing all books. Jennifer assured that this would be

completed in 2026.

- e. Other - Jennifer would like to train the Board on how to use Libib, so that members can check out books for patrons when acting as substitute librarian.

6. Facilities: Library Closure Projects

- a. HMML will be closed from January 13 - 26. Jennifer will be back from vacation on the 27th. So, even if the work is not completely done in the children's section, the library can reopen.
- b. Richard Degre was present to talk about shelving and basement projects.
 - i. Richard has built new bookshelves for the children's room, using the birch from previous shelves. Jennifer and Richard showed photos and described the layout of shelves. They look beautiful! The installation of shelving will depend on the painting timeline. Carrie and Will have volunteered to repaint the paneling. There was discussion about paint colors, with Carrie suggesting recycled paint from Re:Store. Carrie will be in communication with Richard about when the walls are ready for shelves.
 - ii. Richard will also be erecting a wall in the basement to section off a storage area for taxidermy. The Board will be removing pieces that have been deemed unsafe by the CAP assessment, as well as the taxidermy being removed from the children's room. The Board will try to source a door through Front Porch Forum. Rebecca may also have a door from recent renovation projects at her farm.
- c. Jennifer would like to order a baby changing table once the bathroom work is complete.
- d. Jenn suggested a re-opening event in February to celebrate the new children's room. Everyone agreed.

1. Richard let the Board know that there is someone interested in the Caribou deemed hazardous due to arsenic. The Board will discuss proper next steps with Beau, but will keep that interested party in mind.

7. Museum: Timeline Goals, CAP Report Follow Up Call Questions

- a. Jennifer suggested adding the following to the Museum Timeline, based on suggestions from CAP Report:
 - i. Creation of an Emergency Preparedness Plan. There are templates available, as well as Beau's guidance.
 - ii. Creation of a Facilities Log of work being done in HMML. This could be something as simple as name, time, task. This would address safety concerns, as well as offer general awareness of goings on around the library when closed. Beau wondered how so many people access the building without the Board being aware. Jennifer explained it's a municipal building and any work being done is scheduled by the Town. A record of work done to the building would also be good for historical records.
 - iii. Creation of an Integrated Pest Management Plan.
 - iv. Jennifer noted that Page 35 of the CAP report has small tasks that could be easily checked off if added to the timeline.
- b. Carrie is worried that addressing all the Timeline tasks is just not feasible for the Board alone.
 - i. Jennifer and Beau stated that the first step is creating a Museum Mission in order to prioritize the Timeline. This will be on the Agenda first at February's meeting. The Mission could include some or all of the following:
 1. Preserving the Aaron Hitchcock collection and his

vision

2. Celebrating, documenting the history of Westfield.
3. Being a natural history/science museum.

- ii. Second step is assembling a group, maybe even a formal Committee, of volunteers. Jenn is interested in reaching out to community members that may want to act as Members at Large. Rebecca suggested gauging interest at Town Meeting.
 1. Jennifer does not feel comfortable training volunteers on cleaning taxidermy, but Teka expressed interest in the work at training. The Board suggested delegating taxidermy care to Teka and suggested asking if she felt comfortable training volunteers.
 2. Other tasks a volunteer committee could take on are archiving, photographing materials, laying Mylar.

- c. Jennifer and Carrie gave an update on radon testing in the basement. The device is still compiling information.

8. Finances: Invoice and Spending Approval. None to Review.
9. Events: Texas Hold 'Em
 - a. Planned for February 21. Jenn and Carolyn volunteered to help that day, others will need to purchase and bring food. Karen will email a list of what needs to be purchased/brought.
10. Town Meeting: Trustee Year- End Report- Rebecca will draft the opening paragraph from last year's example and bullet points from Board members.
11. Grants: HUD Grant
 - a. Jenn attended the webinar and filled the Board in on submission and use information.
 - i. Application deadline is March 31, 2026.

ii. The Grant's focus is Access to Libraries. Therefore, items such as furniture, fixtures and equipment are not eligible for reimbursement. New wiring to make the reading spaces more well lit would be applicable, but not the light bulbs themselves. Other things such as added outlets, cleaning taxidermy, as well safety measures like the addition of sprinklers or more accessible basement stairs may fall under the Grant's mission as well.

iii. The Grant reimburses for work that has already been done.

12. Upcoming Purchases. None.

13. Old business - None.

14. New business . None.

15. Next meeting is scheduled for February 5 at 3:30pm,
instead of 4pm.

16. Carrie motioned to adjourn the meeting at 5:28pm. Karen 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.