

Hitchcock Memorial Museum and Library
Trustees Meeting Minutes

February 5, 2026 4:00pm

Hitchcock Memorial Library and Museum
Westfield, VT 05874

Present: Carolyn Lyster, Karen Blais, Carrie Glessner, Jenn Stelma, Jennifer Johnson
(absent: Rebecca Velazquez)

1. Meeting called to order at 4:07pm. Jenn agreed to take minutes in Rebecca's absence, and Carrie agreed to facilitate the meeting.
2. Approval of 1/6/26 minutes: approved by all
3. Public comment: none present
- 4, Additions/Deletions :Posting the agenda-deadline to receive minutes for posting to the Town is the Thursday before our meeting. Our new meeting date is the first Thursday of every month at 4:00
5. Library Director Hiring and Transition Discussion. Congratulations to Jennifer as she makes her transition to her new position at the Ilsley Public Library in Middlebury, Vermont. She has been an integral part of the HMML and we are so fortunate to have had her. We wish her the very best as she moves forward. We brainstormed ideas to revise the job description to be clear and honest in order to post the job opening tomorrow. Jennifer suggests the title being the Director of the HMML vs. Library Director. This way there will be an understanding for the next person coming in who has a broader scope of the job to encompass museum aspects of the job and not just library tasks. We all agreed this is a good idea. Moving forward we would like to change the other position to "Assistant Director" instead of "Substitute Librarian". We all agreed. Jennifer suggested the following changes as well: Adding maintaining statistics as an expectation, Coordinate with library trustees and town office, Take out "as needed" when writing grants. Community Relations: Change it to "Programming and Outreach" see google docs for exact wording. Professional Development- attention to library listservs, reading

Listserves, see google docs for exact wording. Qualifications: mentioning MS is a deterrent. Having a Bachelor's Degree, 2 years experience working with libraries preferably as a librarian, and have or actively working toward Certificate of Public Librarianship. We all agreed these are important changes, and Carrie is editing this. Background Check. Jennifer is unsure that the town has done this, we will check to make sure that this is being done. Carrie suggested adding light cleaning, such as taking out trash, recycling, making programs happen as projects get finished. Be specific about programs we're expecting and how often. Afterschool programming, playgroups, email, FPF, Facebook, Instagram. Emptying dehumidifiers, fire extinguishers. Adding Museum duties: to the job description. Work with the board to accomplish the museum tasks laid out in the 2024 CAP description that involves mission, training volunteers. We all agreed these are important changes.

Carrie will be posting the HMML Director job to Library Listserve, VLA, FPF, Library Facebook, Town Facebook, Newport VT Rocks Facebook Group, and Town Website. We agreed that applicants should send cover letter, resume, and 3 references to the Town of Westfield at townclerk@westfield.vt.gov by March 1, 2026. 14 - 18 hours/ week. Works closely with Library/Museum assistant. \$18 - \$23 an hour based on experience.

The conversation of listservs reminded Jenn that the trustees should be active on the VT Dept of Libraries Trustees listserv and will send the link to folks so they have it.

Jennifer mentioned that Saturdays have not been very busy for the library, other than Rosemary Croizet's knitting group, which has been a great success. We will discuss changing the schedule to adapt to that, possibly not being open on Saturday and Sunday, maybe just one day a weekend, at our next Trustee Meeting. Jennifer mentioned the need to have a motion detection solar light by the front porch to help guide folks to the parking lot in the dark. To assist with transition for the next Director, Jennifer is creating a Transition Google File including instructions, passwords, etc. checklists, cataloguing instructions, etc. newsletter, etc. which will be printed and put in a binder for the next HMML Director. She suggests changing the Newsletter format by possibly distributing it through the Jay Westfield School in order to reach community families. Regarding annual report to VT Dept of Libraries, Jennifer had high hopes to get

it done, but is not able to accomplish this goal this year. It is not required, but is a goal to reach next year. Dept of Libraries has an annual report template that Jennifer will try to put in the Google Docs. Jennifer is concerned that we will not be awarded certain grants etc if we do not meet this goal. Jennifer's last day is Thursday, February 26. Teka is planning on working Saturday February 28. We have full coverage through February, needing coverage beginning March 1st. Jenn will email Teka to see if she is available to cover March dates until the position is filled, with Trustees filling in volunteering when coverage is not available. We would like to post job tomorrow, have application deadline be March 1st, and hopefully hire new Director by Thursday, April 2.

Tentative new schedule in March, closed on Sundays. Jenn will email Teka detailing the timeline and to check her availability.

Cleaning supplies requested by the Cleaning person, there is a list from her.

Grants: Summer Performers:

River grant \$1000 - \$500 has been granted already. Exceeding temporarily. We're receiving 2nd half of grant in September, exceeding budget temporarily.

Ingram order on Sunday, Karen will come to library to discuss book order and supplies order.

Jennifer would like to get the application for the summer programming grant completed. Jennifer is not thinking a program would be beneficial but is thinking that evergreen items such as a beneficial like logs or a supply/tool that patrons can use, etc. Deadline is February 23rd. We will think about this for a week and determine the outcome. Conversation around the benefits and the importance of community gathering vs. an object

Concern about programs not being free. Best practice to get grant money to pay presenters/programs vs having presenters collecting money for the programming. We will discuss this at our next meeting. We will discuss gearing more towards younger kids -for summer programming.

Finances: Invoice and Spending Approval - none

Events/Programs: Texas Hold 'Em, Knitting Group - Texas Hold Em - February 21.
notes: Carolyn, Jenn, and Denny will be there by 9:30 am. Karen will provide plates and napkins, small bowls for chili , hot dogs and rolls donated from the Troy Store. Carolyn will bring flatware, small bags of chips, diet coke - 12, and will make chili. Jenn will get ingredients for grilled ham and cheese, Carrie will make a batch of chocolate chip cookies. Carolyn will bring money for the change. Karen will bring a

Knitting group is very successful and very well attended. 17 people came to the library.

Museum and Archives: Church Records, Archivist Meeting: Jennifer will be contacting archivist again to give her a basic inventory of the church records and to schedule a Zoom meeting.

Town Meeting - Carrie, Jenn, Carolyn, Karen will attend. We are aware that there might be conversation about increase in our budget. We discussed possible coverage at the Library for kids while their parents attend Town Meeting- check in with Teka to see if this is a possibility for her to cover. Hand out by the ballot box table. For volunteer opportunities. Palace instructions, etc.

Facilities: Spring Planting - Tabled

Executive Session: Hiring Salary Discussion - Discussed openly as its public information

Upcoming Purchases Ingram for river books and costco cleaning supplies, Karen is suggesting a powder coated steel shelving \$80 - \$150. We do have shelves from the youth room that we can repurpose to store items in the storage room - Stanchions, baby changing table- Karen will check to see if Lisa ordered the baby changing table. We also need a Stool for reaching high shelves.

Old business - none

New business - Bathroom items: The handrail, TP dispenser, paper towel dispenser are coming this week. We are in need of a mirror, patrons are asking what we need, so we can make a post on FPF announcing what we need. The door looks fantastic.

Railing to the basement steps is something that we would like to have installed.

Jennifer will ask Richard to see if he can possibly do this. Richard Degre and company did an amazing job with the new shelves that are in the children's room, and the bathroom renovation, as well as the door expansion for wheelchair accessibility to the main room. We are all very excited to see this changes.

In conversation with a teen patron, Jennifer would like to move young adult books to the main room to give older youth the opportunity to have their own space.

Cleaning in the basement - vacuuming needs to happen. Karen will help cleaning and reorganizing.

Adjourn meeting, next meeting, Thursday March 5, 2026 at 4:00

Karen motion to adjourn, Carolyn second; Meeting adjourned at 6:02pm