

Hitchcock Memorial Museum and Library
Trustees Meeting Agenda
April 2, 2026 4:00pm
Hitchcock Memorial Library and Museum
Westfield, VT 05874

1. Call meeting to order
2. Approval of 3/5/26 minutes
3. Public comment
4. Additions/Deletions to the Agenda
5. Welcome New Library Director!
6. Library Directors Report: Questions for the Board
7. Museum: HMML Mission
8. Finances: Invoice and Spending Approval
9. Events/Programs: VTLIB Summer Grant programs, Spring River Program
10. Archivist Visit
11. Scheduling
12. Executive Session
13. Upcoming Purchases
14. Old business
15. New business
16. Adjourn meeting, next meeting May 7, 2026 at 4:00

Hitchcock Memorial Museum and Library
Trustees Meeting Agenda
April 2, 2026 4:00pm
Hitchcock Memorial Library and Museum
Westfield, VT 05874

Present: Jenn Stelma, Carrie Glessner, Carolyn Lyster, Karen Blais,
Rebecca Velazquez, Jennifer Linck, Teka Slagle (remote)

1. Meeting called to order by Jenn, 4:03pm.
2. Approval of 3/5/26 minutes. Carrie made a motion to approve Karen seconded. Approved.
3. Public Comment: No Public Comments.
4. Additions/Deletions to the Agenda: Sign in Sheet and Meeting Zoom Link were added to the agenda. Agenda items that involved Jennifer were pushed later in the agenda, as she was helping a patron.
5. Meeting Zoom Link: It was brought to Jenn's attention that the HHML Trustees Meeting Agenda should include the zoom link for members of the public to attend remotely. This will involve creating the link in advance of the meeting. Rebecca will get guidance from Carrie and the Town on how to create that link, so that she can include it before the Agenda is posted.
6. Museum: HHML Mission
 - a. The Board reviewed Beau's suggested Mission and Vision statements for the Hitchcock Memorial Museum. There was a general discussion about how broad or specific these should be.
 - i. For example, if the museum's vision is to have collections relating to historical topics, would that mean local history, natural history, both? Specificity may help guide the Board as they move forward with archiving materials, thinning or adding to the collection, etc.

- b. A deeper dive will take place when Beau can be present. All agreed that developing a Mission and a Vision for the library is an important step. The Board will also put "Collections Management Plan" on the May agenda, along with the Mission and Vision statements.
7. Finances: Invoice and Spending Approval and Revised Budget
- a. The only purchase to be approved was the baby changing table that was simply a return and replacement for the changing table which had arrived broken.
 - b. The Town Office has suggested creating a spending policy. Karen outlined the process as it currently exists:
 - i. Karen has the debit card. The Library Director asks Karen to come in and make a purchase with said debit card. Receipts are given to Lisa and then presented at the monthly Trustee meeting.
 - ii. The Board will write this process up and include it as an official policy in their Policy Binder.
 - c. New Budget: The Town has provided the Board with an updated budget which now includes the \$146, 891.98 donation from Dennis Frink's Estate. The Town would like at least one Board member present at the April 20th Selectboard meeting to discuss how to manage this large donation.
 - i. There was general discussion about how much should be invested in the current portfolio and how much should be put in a CD. No decision was made on this.
8. Archivist Visit
- a. Thursday, April 23rd at 1pm was decided upon as the date and time for the Roving Archivist's visit.
 - b. Carolyn will invite other interested people to the visit, including Denny Lyster and Sally Rivard.
 - c. The Board wondered if there will be an end-of-day report of

recommendations.

9. Welcome New Library Director! The Board welcomed Jennifer Linck as the new HMML Director.

10. Library Director Report:

- a. Circulation: The courier drop location for Inter Library Loans (ILL) will be changed from the Dailey to the Craftsbury Public Library. Jennifer doesn't anticipate any fee change. Jennifer expects usage to go up as patrons are informed/reminded that the service exists.
- b. HMML Facebook Page: Facebook currently requires an institution's Facebook page to be linked to a personal facebook page. Therefore, Jennifer cannot manage the HMML Facebook page, owing to the fact that she does not have her own.
 - i. Jennifer is unsure as to whether the library needs a facebook page or not. There was lots of general discussion about this.
 - ii. The Board and Jennifer all agreed that there are dangers and pitfalls. However, there is still a sizable number of people who rely on the page for information.
 - iii. Carrie noted that many people find out about events at HMML when the posted events are "shared" by their friends on facebook.
 - iv. Jennifer noted that her contact at the VT Department of Libraries advises against library facebook pages.
 - v. Carrie will ask LaDonna if she could, temporarily, run the HMML Facebook page while the Board decides next steps. If the HMML Facebook page is taken down, all updates and event sharing will take place on the Town of Westfield Facebook page.
 - vi. Rebecca wondered if there would be a way to contact the patrons who currently Follow the page to see how they utilize it and if they could be directed to the Town of Westfield

Facebook page.

- c. Hitchcock Herald: The Board left it to Jennifer's discretion on whether and when she would like to continue to produce this newsletter. Jennifer suggested quarterly.
- d. Emailed Quotes: Jennifer shared an inquiry about siding quotes received by the Westfield Library email. The Board will not be applying for this year's HUD grant, which was why they were collecting a quote on siding. Moving forward, it was decided that Lisa should be looped in early on in any grant application process.
- e. Reimbursement Process: Jennifer asked the Board what the reimbursement process is for conference fees, book purchases, etc that are paid for with her personal funds. Karen told her to simply submit receipts and she will be reimbursed by the Town Office. Jennifer was excited to hear that she would be able to purchase books at used books stores, book fairs, etc and have such a simple process for reimbursement.
- f. Jennifer asked the Board if there were any projects they would like her to focus on and they noted Cataloguing. Jennifer is excited to weed and add to the current offerings while she works on updating the Catalog.

11. Events/Programs:

- a. VTLIB Summer Grant program - Jennifer has reached out to local author Natalie Kinsey who is happy to bring her Storykeepers Program, which fits the grant guidelines, to HMML. Jenn was particularly excited about this. Jennifer wondered if there were dates to avoid for scheduling. Carrie and Rebecca recommended avoiding the week Jay/Westfield Elementary School's Summer Encore Program brings its students to Coutts Camp.

12. Scheduling.

- a. Jennifer and Teka will keep with the status quo for now. Hours will

remain the same and their process for scheduling shifts will remain unchanged.

- i. When Teka joined the call, Jenn informed her that, moving forward, her position will be Museum & Library Assistant. The Board agreed that “Substitute Librarian” did not do justice to Teka’s contributions.

13. Executive Session: No need for Executive Session.

14. Upcoming Purchases: All of the Purchases discussed wound up having cost-effective or free options.

- a. Legos and lego tables- purchase will be made after Board thoroughly explores any donation options.
- b. Carrie wondered about finding an electric kettle on Front Porch Forum. Rebecca wondered if a step stool will be needed for the children’s room, to access higher shelves.
- c. Carolyn would like to plant trees or bushes for symmetry outside the HMML. Jenn and Carrie both have lilacs and other plants they are willing to donate. The Board approved Zach pruning the existing lilacs at the right time.
- d. Rebecca said she would ask her brother in law if he would donate half a bourbon barrel to the HMML for potted plants.
- e. Teka expressed the desire for a motion detected light at the entrance.

15. Sign in Sheet: There is general consensus that there should be a Sign in Sheet for visitors that come in when the library is closed. Currently, there is no way of knowing who enters and why. It would be helpful for the Board and the Director to know if there is work done while the library is closed. The Board also took an inventory, to the best of their knowledge, of who has keys and who does not. It was agreed that, as the Trustee in charge of Facilities, Carolyn should have a key.

16. No New or Old business.

17. Next meeting is scheduled for May 7, 2026 at 4:00.

18. Jenn motioned to adjourn the meeting at 5:57pm. 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.