Hitchcock Memorial Museum and Library
Trustees Meeting Agenda
May 7, 2026 4:00pm
Hitchcock Memorial Library and Museum
Westfield, VT 05874

1. Call meeting to order
2. Approval of 4/2/26 minutes
3. Public comment
4. Additions/Deletions to the Agenda
5. Library Directors Report
6. Museum: HMML Mission and Vision, Collections Management Plan
7. Finances: Invoice and Spending Approval, Dennis Frink donation.
8. Events/Programs: VTLIB Summer Grant programs, Spring River Program
9. Scheduling: Selectboard Meeting Attendance, Trash/Recycling, Review
10. Trustee Meetings: Meeting Space, computer/zoom set up, printing agendas
11. Archivist Visit Recap
12. Memorandum of Understanding
13. Executive Session
14. Upcoming Purchases
15. Old business: Children's Room Improvements/Set Up
16. New business: Fall Fundraiser Brainstorming
17. Adjourn meeting, next meeting June 4, 2026 at 4:00

Member of the public are welcome to join at the following zoom link:

https://us06web.zoom.us/j/6903132993?pwd=NdpX26MohiY5Dmyv2FYLItLoVRJFMH.1&omn=83477994944

Hitchcock Memorial Museum and Library

Trustees Meeting ~~Agenda~~ Minutes

May 7th ~~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,

1. Meeting called to order by Jenn, 4:14pm.
2. Approval of 4/2/26 minutes. Carrie made a motion to approve Carolyn seconded. Approved.
3. Public Comment: No Public Comments.
4. Additions/Deletions to the Agenda: None.
5. Library Director's Report
    a. Jennifer began by thanking the Trustees and their families for all the help she's been receiving throughout her first month.
    b. Systems and Practices: The courier drop has been successfully changed to Craftsbury Public Library. The museum sign in sheet has been implemented. Best practices have been mapped out via a script at the circulation desk to deal with "First Amendment Protector" videographers. Jennifer shared that it is best privacy practice to have pamphlets displayed in the bathroom as opposed to the public room.
    c. Events and Programs: Natalie Kinsey-Warnock has been booked for programming 7/4 - 7/6, the ArtsBus is coming this summer, Chris Young will do a reading, the Master Gardener will visit and Troy Fire Department has agreed to a Touch a Truck event. There are still three spot lets in the River Explorers Program.
    d. Grants and Reports: Department of Libraries mini report has been submitted. The Jay Focus Group has welcomed the HMML to

submit a grant application.

e. Museum:
    i. The Old Stone House Collections Manager has shared their Collections Management Policy to help guide in the creation of HMML's. Jennifer has begun to collect as much information as she can about the origins of Hitchcock Museums' collection items. She explained to the Trustees that she will not be able to inventory anything that does not have an accession record - documentation of from where and whom the item came. According to a State Statute, any item without an accession record is not technically owned by the Museum. Jennifer recently discovered a very helpful box of records and Karen said that she has documents in her house that may help.
    ii. Some visitors to the Museum expressed the desire for hands on exhibits, the use of a head lamp for seeing certain pieces, higher railings. Some other ideas from Jennifer included rotating exhibitions and creating a capsule exhibit that can travel.

f. Purchases: A tea kettle was procured through Front Porch Forum.

6. Museum: HHML Mission and Vision, Collections Management Plan
    a. Collections Management Plan was discussed during the Library Director's Report.
    b. Rebecca apologized for mischaracterizing this agenda item as "HMML Mission and Vision." The Trustees are looking only to create a Mission and Vision for the Museum.
    c. Jennifer presented some food for thought from what is included in the Fairbanks Museum and Old Stone House Museum:
        i. Assist in research
        ii. Have a local emphases

iii. Preserve a "Victorian feel"
iv. Include programming

d. The Board discussed maintaining the vibe of the museum even with improvements and a desire to draw as many connections to Westfield as possible.

7. Finances:
   a. Invoice and Spending Approval
      i. About $36 worth of books were purchased from betterworldbooks.com.
   b. Dennis Frink donation.
      i. The Trustees decided to invest all of the donation and spend its dividends. They would like to speak with their Edward Jones representative about how those investments should work (long term CD, shorter term CD, low risk stocks, etc) and how much they could expect in dividends annually from $146, 891.98.
      ii. There was discussion about keeping funds liquid for emergencies. All agreed that the Frink donations should not be used in this way, as he clearly stated his wishes for the money. Rebecca asked that Dennis Frink's wishes be read at the upcoming Selectboard Meeting.
      iii. Jenn asked that a plaque with brass tacks be purchased to honor donors, such as Dennis Frink, The Duntons, Florence Galipeau, the Westfield Congregational Church and anyone in the future.
   c. Purchasing Policy
      i. The Selectboard provided the Trustees with their Purchasing Policy in the hopes that they would develop their own. The Trustees decided to adopt a lot of the same language and include their current system:

1. HMML Director contacts the HMML Treasurer when a purchase is ready to be made. Treasurer comes to the HMML to maked purchase with the debit card. Any purchases made directly by the Director with her own funds will be reimbursed by the Town after submission of receipts to the HMML Treasurer
2. Carrie offered to type up the Purchasing Policy..

8. Events/Programs: Covered in Library Director's Report
9. Scheduling:
    a. Selectboard Meeting Attendance: Carrie, Carolyn and Jenn will attend.
    b. Trash/Recycling: Carolyn will be bring HMML trash/recycling for the duration of June. The task will rotate monthly.
10. Trustee Meetings:
    a. Meeting Space: The Trustees will continue to meet in the Youth Room.
    b. Computer/Zoom Set up: Jenn asked that Jennifer set up zoom before the meeting begins, as the process takes a while.
    c. Printing Agendas: Karen will print agendas for the Trustees and the binder.
11. Archivist Visit Recap:
    a. Jennifer, Carolyn, Denny Lyster and Karen were all present for Jane Cadwalader's visit. There will be more to discuss once Jane submits her report. They were all really energized by it and feel very comfortable reaching out with any questions along the way. Some notes are:
        i. Jane suggested hosting a "Scanning Bee" at HMML. She would bring scanners and the public could come in with any materials that may be of interest for the collection, with the caveat that anything they scan will be shared.

ii. Jane gave a step by step tutorial on how to deal with paper archives. Once the report is submitted, archiving materials will be purchased and the group will work on the box from Westfield Congregational Church. It will serve as the model to use throughout the Museum. Jane commended Denny on the meticulous labeling of materials, which will be invaluable to the process.

12. Memorandum of Understanding:
    a. The Selectboard has added specific language to the MOU draft, addressing the "Maintenance and Upkeep of the Building and Grounds." The language specifies that "the Selectboard would retain oversight of all building and grounds needs." The Trustees were unsure if that would include plants and trees, etc. They also wondered how this would affect funds budgeted for building and grounds. There was discussion about how small repairs around the building, such as a light bulb replacement, needs to go through the Town Office, per their direction. All agreed that they want to seek clarity at the upcoming Selectboard meeting.
13. Executive Session: Trustees entered Executive Session at 6:11pm. Executive Session ended at 6:20pm.Executive Session: No need for Executive Session.
14. Upcoming Purchases:
    a. Carolyn would like a sign for the bathroom door.
    b. Luke Backus will donate cut bourbon barrels, so planters do not need to be purchased.
    c. Jenn will donate trees after June 1st.
15. Old business: Children's Room Improvements
    a. Jennifer reported that she ordered laminated sleeves for the Mary Azarian prints. She noted that patrons have been loving the artwork on display from the Home School Group. All agreed that putting

felt tiles on the walls of the Youth Room so that art can be displayed would be wonderful. Jennifer will check the amazon shopping cart for previously purchased tiles (currently in the basement).

b. Trustees discussed reading nooks in other libraries that include teepees, castles, and other whimsical items.
c. Rebecca suggested stuffed animal taxidermy to match the rest of the building and Carrie mentioned an artist out of Johnson who creates dragon head taxidermy art pieces. She wondered if the artist would be willing to put one on display in the Youth Room with the price listed and availability for sale.

16. New Business: Fall Fundraiser Brainstorming
    a. There was discussion about the necessity of a fundraiser at this point in time. The Trustees pivoted to Autumnal Events, which could include a Youth Hunters' Breakfast or a silent auction.
17. Next meeting is scheduled for June 4, 2026 at 4:00.
18. Karen motioned to adjourn the meeting at 6:21pm. 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.