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

1. Call meeting to order
2. Approval of 5/7/26 minutes
3. Public comment
4. Additions/Deletions to the Agenda
5. Library Directors Report
6. Finances: Invoice and Spending Approval, Edward Jones Meeting
7. Museum: HMML Mission and Vision, Collections Management Plan
8. Policies: Video Camera Policy
9. Memorandum of Understanding: Final Approval, Selectboard Meeting Recap
10. Archival Projects: Procedures, Permission Protocol
11. Upcoming Purchases
12. Old business: After-Hours Sign In Sheet
13. New business: Fall Fundraiser Brainstorming
14. Scheduling: July Selectboard Meeting Attendance and Recycling/Trash Responsibilities
15. Executive Session
16. Adjourn meeting, next meeting August 6, 2026 at 4:00

Members of the public are welcome to join at the following zoom link:
https://us06web.zoom.us/j/84068976569?pwd=x1p96Dn48GLvKAmZxkXXfHXRKO4oa9.1 Passcode: 144429

Hitchcock Memorial Museum and Library
Trustees Meeting Agenda
July 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, 4:16pm.
2. Approval of 5/7/26 minutes. Carrie made a motion to approve Karen seconded. Approved.
3. Public Comment: No Public Comments.
4. Additions/Deletions to the Agenda: None.
5. Library Director's Report
    a. There has been positive feedback from the public about the new library hours.
    b. Statistics: There are 15 new patrons since Jennifer came on board. There have been 50 museum visitors since introducing the guest book.
    c. CAP Report: Jennifer is working her way through the CAP report and wants to prioritize addressing the toxic concerns first. A misunderstanding about taxidermy was cleared up - as the report misidentified an elk as a "moose," leading Jennifer to believe there was still an asbestos-contaminated animal within physical reach of patrons. The offending elk had already been removed. Jennifer is looking forward to a report on any potentially harmful books/materials from Jane Cadewaller.
    d. Volunteering: A new volunteer began the day of the meeting. They worked on cleaning taxidermy and are excited to help inventory

DRAFT

artifacts.

e. Events: The first Mismatched Book Club will take place in July. There are seven attendees signed up, so far. The local Master Gardener nominated HMML to host a UVM workshop and receive a soil test kit.

f. Finances: Jennifer requested a print out of all purchases made so that she can be sure to take note against the budget. She also asked about the reimbursement process for purchases she has made, such as postage and books purchases. The Trustees agreed to leave the debit card with Jennifer for use. It will remain in the library unless in use elsewhere by Jennifer.

g. Purchases: Jennifer was given the go ahead to purchase puppets for the children's room. The Trustees are pursuing options for creating display hangers that make it look like the puppets are taxidermy - as a whimsical nod to the rest of the library.

6. Finances:
   a. Invoice and Spending Approval: There were none to review.
   b. Edward Jones Meeting: Jenn would like to have another meeting with the representative, with more members of the Board. He had some products in mind for the Dennis Frink donation, but wondered about the Trustees' preference between a growth product or a payment product.
7. Museum: HHML Mission and Vision, Collections Management Plan
   a. The Trustees reviewed the 2023 draft of the Library Mission and Vision statements. All agreed that it fully communicated the mission and vision of the Library half of HMML.
   b. The Trustees reviewed Beau's first draft of Mission and Vision statements for the Hitchcock Memorial Museum. Notes as followed:
      i. Carrie suggested condensing the statements to one "Mission and Vision Statement." Jennifer suggested the word

"accessible" was removed, as the museum does not meet most accessibility standards.

ii. There was discussion about putting an emphasis on preserving, maintaining and interpreting artifacts and archives. There was broader discussion about adding to and subtracting from the inventory. "Curating" may have to come later, after all cleaning and cataloguing has been done.

iii. Rebecca will come up with a new draft to be reviewed and revised at upcoming meetings.

8. Policies: Video Camera Policy.
    a. Trustees reviewed Jennifer's draft, which is heavily based on the Brownell Library's policy. Jennifer had follow up questions about where the content being collected goes at present. Jenn suggested sending the current draft to Nikki, Lisa and the Selectboard to get a clearer picture of the current practices. The Trustees and Jennifer will then work to see what needs to be changed in order to adhere to the draft policy.
9. Facilities: Vinyl Siding
    a. The Town would like to use the remainder of the MERP grant, plus additional funds from the HMML investment accounts, to remove the siding from HMML, blow in insulation and replace the siding. The Trustees approved this via email and the grant for the siding and insulation work has been put out to bid. The bid specifies vinyl siding.
    b. Jenn would like to know if wood siding is completely off the table. The Division of Historic Preservation has previously recommended replacing it with wood. Jenn noted that the Selectboard, historically, does not like the idea of wood siding because painting it is very expensive.
    c. Jenn will reach out to see if obtaining bids for wood siding is

possible and, also, if there has been approval of the project from the Vermont Preservation Trust.

10. Memorandum of Understanding and Selectboard Meeting
    a. MOU draft changes were approved at the Selectboard meeting. Carrie made a motion to accept the newest draft of the Memorandum of Understanding. Jenn seconded. Approved.
    b. Trustees discussed the solar project proposed at the Selectboard meeting. The project will include putting panels on or at the HMML, Westfield Community Center and Town Garage. The hope is to make and store enough energy to power all town buildings and get to net zero. It was agreed that the library was not a great option for battery storage and that panels should be placed on the roof instead of on poles on the property.
    c. The Trustees expressed lots of gratitude to the Selectboard for continued support.
11. Archival Projects: Procedures, Permission Protocol
    a. Carolyn has been going through archives and wondered what the protocol should be for deciding whether or not to keep materials. Jennifer suggested that if the materials are accessible for free nearby, it is okay to discard them.
        i. Example: HMML has issues of the Orleans County Monitor from 1901 - 1903. The Old Stone House has the complete set of issues of the same publication. Therefore, issues do not need to be housed at HMML. There was discussion about how this decision and others could affect patrons who may have donated the materials. Jennifer stated that the HMML stance should be, "We are focused on our responsibility to maintain this collection and we cannot use resources on preserving materials that are accessible nearby in Brownington."

DRAFT

ii. The Trustees would like the public to know that those issues of the Orleans County Monitor are available for pick up until July 25th, when they will be discarded.

12. Upcoming Purchases: Puppets for Children's Room, bathroom sign, German program, books.
13. Old Business: After Hours Sign in Sheet. Trustees would like this to be instated before the siding project commences. There was a suggestion about placing a sign on the exterior door, noting that after hours visitors must sign in upon entry.
14. Scheduling: Jenn and Karen will attend the July Selectboard meeting. Karen will take care of trash/recycling for the month of July.
15. Executive Session: Trustees entered Executive Session at 5:41pm. Executive Session ended at 5:56pm. Trustees voted on a pay rate increase for Library Director.
16. Next meeting is scheduled for August 6, 2026 at 4:00.
17. Carolyn motioned to adjourn the meeting at 6:02pm. 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.

DRAFT