

Hitchcock Memorial Museum and Library

Trustees Meeting Agenda

August 6, 2026 4:00pm

Hitchcock Memorial Library and Museum

Westfield, VT 05874

Present: Carrie Glessner, Carolyn Lyster, Karen Blais, Rebecca Velazquez, Jennifer Linck, Beau Harris (remote)

1. Meeting called to order by Carrie, 4:10pm.
2. Approval of 7/2/26 minutes. Karen made a motion to approve Carolyn seconded. Approved.
3. Public Comment: No Public Comments.
4. Additions/Deletions to the Agenda: Removed Agenda Item #9, as the MOU had been signed prior to the meeting.
5. Library Director's Report
 - a. Statistics: There were 76 museum visitors in July. Many shared that they came over from Berry Creek Farm to spend time while waiting for strawberry picking to begin. Jen will ask if she can put HMML flyers/pamphlets at the farm for continued traffic.
 - b. Purchases: New books, cds and dvds have been added to the collection. Book purchases through Ingram have proven to be tricky, but book sponsorship has been working really well. Jennifer has been using a personal ipad to take photos for archival and social media purposes. She asked about purchasing one for HMML. Carrie said she would look into possibly getting a free ipad.
 - c. CAP Report: Jennifer is working to determine the best way to remove the Asbestos (which is labeled and part of the exhibit) from the collection. The humidity in the basement storage area is being tracked and appears to be acceptable for storage of artifacts and

documents.

- d. Museum: Jennifer would love for more volunteers at HMML, especially for helping with taxidermy care. Jennifer was excited to report the discovery of a 1890 document outlining Aaron Hitchcock's original book donations. This was particularly interesting to the group because the HMML was not built until 1899. So, it is fascinating to think that the library's initial book acquisition lived somewhere else before that. Carolyn said that there were rumors the library existed in someone's home.
- e. Events:
 - i. The 2nd Mismatched Book Club will be held August 18th. Seven attendees are anticipated.
 - ii. The Arts Bus is scheduled to visit the NECKA playgroup September 22 at HMML.
 - iii. Jay/Westfield Elementary will bring students from a range of grades to attend the Instrument Petting Zoo event in September. Jennifer will be meeting with Hunter Couture (principal) to make a plan for further collaboration between the HMML and JWES.
 - iv. The local Master Gardener nominated HMML to host a UVM Test & Protect workshop and receive a soil probe & test kits to lend out.
- f. Finances: Jennifer received a budget from Lisa and looks forward to going through the small discrepancies between her notes and the current budget notes. The Trustees agreed to leave the debit card with Jennifer for use.
- g. Facilities Updates: There is still no replacement cleaner for the HMML.

6. Finances:

- a. Invoice and Spending Approval: Jennifer and the Trustees present were a little unclear about how/if this approval system changes now that Jennifer is able to make purchases with the debit card. Karen stated that she does not actually receive a billing statement, even though the card is in her name. The Trustees would like to request that the credit card statement be shared with Karen and that the Director keeps and presents receipts to the Board at each meeting.
 - b. The Trustees circled back to the conversation about JWES and HMML collaborating as it pertains to finances. All agreed that since Dennis Frinke's wishes were for his donation to go toward children's education and programming at the library, busing fees and other costs that may come from a collaborative program may be a wonderful use for some of those funds.
7. Museum: Mission and Vision
- a. Rebecca neglected to present a revision to these which incorporated notes from the last Trustees meeting. She assured the group that this draft would be presented next meeting in the hopes of voting on it. Beau said that revisions can still be made once adopted.
8. Museum: HMML Collections Management Plan, Church Donations
- a. 4 goblets, a pitcher from 1883, a candelabra, and two bibles from 1889 and 1861, respectively have been donated to HMML by the Westfield Congregational Church. They have been in storage at the Town Office since the Church closed. Jennifer reached out to Denny Lyster for insight into these items. More information about them is needed to properly accept into the collection. Beau gave advice on the proper paper trail, which would include a Donation Receipt and a Deed of Gift. He will follow up with a Deed of Gift template.
 - b. Beau clarified that a Collections Management Plan is a few steps down the road for HMML, as it pertains to the Managing a collection versus the Collection Guidelines or Criteria of Acceptance

for the collection. These would be better first steps. The Trustees continue to work on the HMML Mission and Vision statements as well as dipping a little into Guiding Principles for the collection. They reviewed a 2001 Proposed Statement of Museum Purpose, which had a lot of great language. They discussed how to care for items that were once historically significant because of their rarity in Westfield (example: chopsticks brought back from travels to Japan), but no longer hold much relevance. Beau said that items like this could be placed in “Legacy Collections.”

9. Facilities: Clock Tower, Insulation and Siding Project

- a. Carolyn wondered if repairing the clock could be done during the siding/insulation project. Carrie noted that the mechanisms to be looked at and fixed are accessible from inside the building. The Trustees suggested Carolyn reach out to the city of Newport to see who was responsible for getting their old clock up and running. Carrie offered the second step of checking the inner workings with a volt meter. That way, the Trustees could see if calling an electrician may be worthwhile.

10. Upcoming Purchases: Books.

11. Old business: After-Hours Sign in Sheet.

- a. The sign in sheet continues to be ignored. The Board would like to ask the Selectboard for guidance and increasing the rate of use.

12. New business: Fall Fundraiser Brainstorming.

- a. This was reframed as a potential community building event, with recent events held by the Montgomery Town Library and Craftsbury Public Library serving as inspiration.

13. Scheduling: Prior to the Trustees meeting, Jenn volunteered to attend the August Selectboard Meeting and also handle the Recycling/Trash Responsibilities for the month.

14. Executive Session. Trustees invited Jennifer to attend the Executive

Session to discuss staffing at 5:34pm. Executive Session ended with no action at 5:46pm. *Important Note: When pausing the zoom recording to enter Executive Session, the Trustees were dismayed to realize that they had not been recording the meeting.*

15. Adjourn: Carolyn made a motion to adjourn the meeting at 5:47. Carrie seconded and the meeting adjourned. Next meeting will be September 3rd, 2026 at 4pm.

Minutes from this meeting will be posted on the Town's website, <https://westfield.vt.gov/>. Due to the error in recording, there will be NO audio recording posted on the Town's Youtube page at <https://www.youtube.com/@TownofWestfieldVT>. Minutes will be posted within 5 days following the meeting.