Hitchcock Memorial Museum and Library
Trustees Meeting Agenda
October 15, 2026 4:00pm
Hitchcock Memorial Library and Museum
Westfield, VT 05874

1. Call meeting to order
2. Approval of 9/3/26 minutes
3. Public comment
4. Additions/Deletions to the Agenda
5. Library Directors Report
6. Finances: Invoice and Spending Review
7. Town Meeting: Trustee Year- End Report, Budget Planning
8. Museum: HMML Mission and Vision
9. Facilities: Clock Tower Update, Siding Update
10. Policies: Approve Camera Policy
11. Upcoming Purchases
12. Old business
13. New business
14. Scheduling: October/November Selectboard Meeting Attendance and Recycling/Trash Responsibilities
15. Executive Session
16. Adjourn meeting, next meeting November 5, 2026 at 4:00

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

https://us06web.zoom.us/j/82418570532?pwd=m7hR27KcA4IgB01Z0EY74iiLwwWRqB.1

Passcode: 477774

Hitchcock Memorial Museum and Library

Trustees Meeting ~~Agenda~~ Minutes

October 15, 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, 4:12pm.
2. Approval of 9/3/26 minutes. Carolyn noted that the minutes mistakenly stated that Carrie took care of trash/recycling. It was Carolyn who handled last month's disposals. Carrie made a motion to approve Karen seconded. Approved.
3. Public Comment: No Public Comments.
4. Additions/Deletions to the Agenda: Postponing Camera Policy Review and Adoption
5. Library Director's Report
    a. Book Club: Patrons can now share their opinion and "rating" of new titles via the reader rating forms placed in the back flap of books. This was the idea of a patron who wanted reviews, comments and recommendations to be shared with members of the community who cannot attend book club.
    b. Facilities: A new cleaner has been hired. Jennifer and Lisa have reviewed the new thermostat system. Jenn requested a step-by-step guide to using the thermostats to be documented.
    c. Museum:
        i. Jennifer visited with the director of the Athenaeum and would love to return with more pointed questions about cataloging artifacts, archiving and finding volunteers. She would also

like to brainstorm ideas for collaboration.

ii. Jennifer attended a webinar about hazardous materials and learned that chemistry departments at medical schools often take unidentified liquids that a museum may be in need of removing. The webinar was presented by the Collections, Care and Conservation Alliance.

d. Finances: The experiment of removing "$1" from the fill a bag book purchase sign has not yielded any larger donations. However, there were some extremely generous museum visitor donations.

i. Grants: Jennifer would like to submit for the new cycle of UMATR grants. The Trustees recommended reaching out to Jane Halbeison and see if she would be wil

ii. ling to run her River Explorers Program again. All agreed that rerunning successful programs is always a great idea.

e. Events:

1. Only one child attended the Arts Bus. This led to a broader discussion about the NEKCA playgroup, which no longer meets at HMML due to the lack of a NEKCA coordinator for the area. Jennifer will contact NEKCA and see if there is a way to reach out to former attendees to invite them back.
2. 1st/2nd graders from Jay-Westfield Elementary attended the Instrument Petting Zoo. Other students and children who had attended the HomeSchool Swap attended Natalie Kinsey's Storykeepers Program. Both were great successes. Natalie did not accept all the grant money and Jennifer will find ways to utilize those funds in the coming week.

6. Finances:

a. Invoices from last month's purchases were approved.

b. Edward Jones Meeting Recap and Community National CDs:
    i. The Trustees decided not to renew the CDs at Community National and, instead, to move those funds (currently amounting to $10251.42) to Edward Jones. The interest rates are considerably higher through Edward Jones and it would allow for all HMML funds to be part of a portfolio within a single institution.
    ii. Jenn shared the recommended products from the Edward Jones representative. The Trustees agreed to use all three products, which allow for Short, Medium and Long-Term Investments. They will ask for guidance on what percentage of the funds should be put into each category.
    iii. There was broader discussion about if/when the HMML's General Fund portfolio should be reinvested in the same way. At this time, all agreed that it was wiser and more expedient to get the newer funds (donations from the Dunton Family, the Westfield Congregational Church and Dennis Frinke) invested now and worry about the other funds later.
    iv. The Trustees expressed their desire to have any dividends from the Dennis Frinke donation enter its own Money Market account, so that they remain separate. This will protect them from being used for anything outside of Dennis Frinke's wishes.

7. Town Meeting
    a. The Trustees will meet for a standalone Annual Budget Meeting on Thursday, November 19th at 1pm.
    b. Jennifer requested a "Museum" line item be added to the Budget.
    c. Jennifer will begin to collect data for the Trustees Year-End-Report
8. Museum: HMML Mission and Vision
    a. After a few adjustments to the proposed draft, a vote was called to

adopt HMML's Mission Statement. Carrie Glessner voted to adopt and Rebecca Velazquez seconded. The HMML Mission Statement is as follows:

The Mission of the Hitchcock Memorial Museum and Library is to inspire engagement with and respect for local and natural history, create a community space and encourage lifelong learning.

b. Trustees will continue to work on and adopt a Vision Statement at the next meeting.

9. Facilities:
    a. There is no siding update.
    b. Clock Tower Update: Carolyn will send photos of the clock tower's interior (found in the CAP report) to her contact at the State of Vermont's Department of Historical Preservation.
    c. There was general discussion about local community members who can be contacted for information about the clock, such as Richard Schover. This led to a broader discussion about invaluable resources within the community and the desire to collect stories and recollections. Rebecca wondered if a StoryCore-esque project could be undertaken at the Museum. Carrie mentioned that her mother is knowledgeable about recording interviews. All were excited about the prospect and Jennifer offered that Craftsbury Historical Society already has a similar project named "Craftstories.".
10. Upcoming Purchases: Air filters
11. Scheduling:
    a. Carrie and Karen will attend the next Selectboard Meeting.
    b. Trash/Recycling duties may not be necessary with the new cleaner's schedule. Jennifer will contact Carrie and/or Rebecca if any trash or recycling needs to be disposed of.
12. Next meeting was rescheduled for November 12, 2026 at 4pm.

13. Jenn motioned to adjourn the meeting at 5:50. Carrie seconded. Meeting adjourned.

Minutes from this meeting will be posted on the Town's website, https://westfield.vt.gov/. Minutes will be posted within 5 days following the meeting. Audio will not be available for this meeting due to a Zoom error.