

ENFIELD PUBLIC LIBRARY

BOARD OF TRUSTEES

Date: April 13, 2015

Time: 6:00 PM

Place: Whitney Hall

Type of Meeting: Regular

Present: Shirley Green, Francine Lozeau, Jennifer Seiler-Clough, alternate, Melissa Hutson, Librarian

Absent: Phil Cronenwett

Public Present: none

1. Call to Order

The meeting was called to order at 6:05 PM. The minutes of the March meeting were accepted as printed. The motion to accept the minutes was made by Jennifer and seconded by Shirley. The motion carried.

2. Correspondence

One letter was received asking us to change a patron's information on our library donor list. Melissa responded to the request.

3. Reports

Librarian's Report

Melissa reported that Katrina McCurley has given her notice. Melissa has spoken with Wendy Huntley to discuss severance details. Melissa has prepared an ad for the assistant librarian position. This is National Library Week and a few children have already come in to do the special scavenger hunt. The library is hosting an information night to help patrons with e-readers. This week is also a fine free week! Melissa is making progress with weeding. She also reported that she visited the new library in Sunapee. The Sunapee library has 35,000 items and is all on one level. Melissa took some photographs while there and has started making notes on her ideas for our new library. She also plans to visit other libraries.

Circulation for March was 2213 with 206 audio and ebooks borrowed from NH Downloadable Books. 96 people used public computers and 3 people used wi-fi. There were 11 local ILL requests and 16 other requests.

Treasurer's Report

Shirley reported that all accounts are in order.

Fundraising Committee

150 letters to donors have been mailed. The fundraisers are planning to do another mailing to summer residents and have discussed a future saturation mailing.

4. Old Business

The NHLTA conference is May 18th. Melissa asked that we get our registrations forms to her soon.

Technology

Melissa contacted Follett about hosting our library software as a service. No server upgrades would be needed. We would pay a yearly fee to Follett, but the fee for Twin Bridge Services would go down.

5. New Business

Assistant Librarian

The trustees read the ad for the assistant librarian position and Melissa will post it.

Staffing

A brief discussion of staffing needs, and the possibility of cutting back on staff, was held. We will revisit the topic in the future.

Performance Review

The trustees will meet in a nonpublic session to conduct a six month performance review of the librarian before the next meeting.

6. Next Meeting

The next regular meeting will be held on May 11, 2015 at 6 PM.

7. Adjournment

A motion to adjourn the meeting was made at 7:07 PM by Shirley and seconded by Jennifer.

Submitted by Francine Lozeau