

Enfield Library Trustees

Meeting Minutes

March 11, 2024

Present: Dolores Struckhoff, Shirley Green, Francine Lozeau (18 minutes late), Kate Minshall,
Library Director

Public: none

Next meeting: Regular meeting-April 8, 2024 *at 5:00 PM*

1. Call to Order

The meeting was called to order at 5:00 PM.

2. Minutes

The Secretary's minutes for February 11, 2024 were approved. Dolores made the motion to accept the minutes as printed and Shirley seconded the motion, which passed.

3. Reports

Treasurer's Report

All financial accounts are in order.

Mascoma Insured Cash Sweep-\$99,091.54.

Evelyn Crate Fund-\$4,605.01

Mascoma Checking-\$100.

Building Fund Savings-\$29,987.88

Building Fund CD-\$379,785.91

Fundraising Report

The new donation letter has been mailed.

Librarian's Report

	February	January	November December	October	September
New patrons	A-13 Child-2	15	A-7 Child-8	A-7 Child-1	A-11 Child-0
In person visits	692	581	363-closed after 11/23	489	545
Porch pickups	N/A	N/A	67	122	104
Audio books/ebooks	596	663	525	555	487
Hoopla items	211	207	236/200	245	236
Kanopy	81	124	57/60	14	13
Adult program attendance	76	48	52/29	91	67
Children's program attendance	116	121	94/15	189	89
Programs offered		12	13/4	25	14

Kate noted that the Billings Farm Museum pass is a popular item. We will renew our subscription of two passes. Shirley made this motion, which was seconded by Dolores. The motion passed unanimously.

Kate worked with Ed to create the RFP (Request for Proposal) for Custom Built Library Shelving. The scope of the project includes 10 double-faced rolling library bookshelves. Complete information can be found in the RFP. The library trustees will open all proposals at the April 8, 2024 Trustee Meeting at 5PM. Proposals will be evaluated to determine if they are complete and meet the requirements set forth in the RFP. The vendor will be chosen based on who will provide the "best value" considering the most beneficial combination of qualifications, services, costs and who has met the RFP requirements.

Information regarding the RFP will be posted on the town website and Kate will send a link to the two parties who previously submitted proposals. Dolores asked if the RFP should/could be posted on the library's facebook page. Kate will check with Ed and let him know that the

trustees want to follow the town's policy for advertising, to make the information available to all interested parties. Shirley made the motion to move forward with the RFP and Francine seconded it. The motion passed unanimously.

Kate reported that she has started work on annual staff evaluations.

Nancy has requested \$200 from the Evelyn Crate Fund for an adult poetry program to be held on April 20, 2024 for National Poetry Month. Francine made the motion to expend this money and Shirley seconded the motion. All were in favor.

Agenda Discussion

Shirley reported on her meeting with a Mascoma Bank representative regarding account information that is available online to library trustees who are signers for the bank account. Signer trustees for all EPL accounts can access the account balance and make transactions digitally. The library accounts appear online with the trustee's personal accounts. Shirley will talk to the bank and ask them to remove the library accounts from digital access.

4. Adjournment

The meeting was adjourned at 6:10 PM with a motion by Dolores and a second by Francine.

Submitted by Francine Lozeau