

Enfield Library Trustees

Meeting Minutes

February 12, 2024

Present: Dolores Struckhoff, Shirley Green, Francine Lozeau, Kate Minshall, Library Director

Public: Matt Dow, 30 minutes

Next meeting: Regular meeting-March 11, 2024 *at 5:00 PM*

1. Call to Order

The meeting was called to order at 5:30 PM.

2. Minutes

The Secretary's minutes for January 8, 2024 were approved. Dolores made the motion to accept the minutes as printed and Shirley seconded the motion, which passed. The agenda stated that we needed to approve the minutes of the December 20, 2023 meeting, but that was done last month.

3. Reports

Treasurer's Report

All financial accounts are in order.

Mascoma Insured Cash Sweep-\$97,924.91.

Evelyn Crate Fund-\$3,605.01

Mascoma Checking-\$100.

Building Fund Savings-\$28,185.56

Building Fund CD-\$378,833.66

Fundraising Report

One building donation was received last month. The fundraisers are working on a rough draft of a new donation letter.

Presentation

Per the agenda, we interrupted reports to listen to a presentation by builder Matt Dow from MTD Building Contractors. Matt was asked to give us an estimate for building 10-15 shelving units for the expanded section of the library. He outlined all the specifications and answered questions.

Librarian's Report

| | January | November December | October | September | August |
|----------------------------------|----------------|------------------------------|----------------|-----------------|-----------------|
| New patrons | 15 | A-7 Child-8 | A-7 Child-1 | A-11 Child-0 | A-15 Child-3 |
| In person visits | 581 | 363-closed after 11/23 | 489 | 545 | 700 |
| Porch pickups | N/A | 67 | 122 | 104 | 137 |
| Audio books/ebooks | 663 | 525 | 555 | 487 | 578 |
| Hoopla items | 207 | 236/200 | 245 | 236 | 207 |
| Kanopy | 124 | 57/60 | 14 | 13 | 7 |
| Adult program attendance | 48 | 52/29 | 91 | 67 | 120 |
| Children's program attendance | 121 | 94/15 | 189 | 89 | 102 |
| Programs offered | 12 | 13/4 | 25 | 14 | 18 |

Kate had a conversation with Alisa. There is about \$1800.00 in a Non-CRF Library Technology Fund (page 120 of the 2022 Annual Report). The consensus is to leave the fund as is. We cannot use the money at this time while we are in our temporary space.

The Tiny Art project is underway! Kate has handed out over 140 small canvases already. Finished artwork is due back at the library by March 4th. The art show will be set up in the library. The

library staff is planning a public art opening on March 7th and light refreshments will be served. The Shaker Museum is also interested in hosting an event on Sunday afternoon TBD.

Agenda Discussion

EVA Coffee

The Enfield Village Association will hold their next coffee at the library on Friday, February 16th at 8 AM. The trustees will provide the refreshments.

Library Furnishings

Following up on Matt Dow's presentation we discussed the shelving needs for the library expansion. Kate has estimates from two library furniture companies. It was decided that we should send out an RFP to other builders who might be interested in bidding on shelving for the library. Shirley will speak with Ed about sending out the RFP.

As discussed last month the library will need a new book drop box. The cost will be between \$5000-6000. Other furnishings will be needed. We spoke briefly about making Willa's Nook special. Shirley will contact Cara DeLura, Willa's mom, so she can be part of the process.

Time Change for Meetings

Due to a conflict with another town meeting, Shirley asked if we could start our trustees' meetings at an earlier time. Beginning in March the trustees will meet at 5:00 PM. Our meetings are held on the second Monday of each month.

4. Adjournment

The meeting was adjourned at 7:32 PM with a motion by Dolores and a second by Francine.

Submitted by Francine Lozeau