

Enfield Library Trustees

Meeting Minutes

March 13, 2023

Present: Shirley Green, Francine Lozeau (in at 5:45), Dolores Struckhoff, Kate Minshall,
Librarian

Next meeting: Regular meeting-April 10, 2023, at 5:30 PM

1. Call to Order

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

2. Minutes

The Secretary's minutes for the February 13, February 15 and non-public meeting also on February 15 were approved. The minutes from the March 6 were also approved. The motion to accept the minutes was made by Shirley and seconded by Dolores.

3. Reports

Treasurer's Report

All financial accounts are in order.

Mascoma Insured Cash Sweep-\$97,252.00.

Evelyn Crate Fund-\$3869.97

Mascoma Checking-\$100.

Building Fund Savings-\$35,629.33

Building Fund CD-\$368,699.90

Shirley reported that we are still receiving responses from our November gift letter. Those who have not responded will receive another letter later this month. Recipients will be asked to reply by

the third week of April and then all information will go to the NH Attorney General's Office, Charitable Trust Division.

Librarian's Report

Kate reported the following statistics:

	February	January	December	November	October
New patrons	A-16	A-8 Child-10	A-17 Child-0	A-13 Child-2	A-5 Child-2
New Hoopla patrons	3	6	7	5	8
In person visits	571	570	472	504	581
Porch pickups	99	125	102	102	116
Audio books/ebooks	527	527	450	450	447
Hoopla items	218	250	197	189	206
Kanopy	42	116	48	61	61
Circulation	1681 Physical items	1948 Physical items	1280 Physical items	1568 Physical items	1426
Adult program attendance	89	96	102	76	86
Children's program attendance	172	197	185	195	197
Programs offered	17	18	21	22	28

Kate reported that The Fells Museum pass did not circulate at all last year and the pass is due for renewal on April 1, 2023. Dolores made the following motion:

I move that the trustees discontinue the library pass to the The Fells, until further notice.

The motion was seconded by Francine. All were in favor.

A second VINS pass has been purchased and we are awaiting the confirmation of the second Billings pass.

Kate is working on staff reviews using the Town of Enfield Annual Performance Evaluation form as a “tool for a conversation”. Each staff person will do a self-evaluation prior to discussing the evaluation with Kate.

Kate has received a bill for the recent author visit program with Sarah Stewart Taylor. Shirley made the following motion:

I move that we use money from the Evelyn Crate Fund to pay for the author visit.

Dolores seconded the motion and it passed.

Liz Houghton from the Mascoma Area Senior Center contacted Kate to ask if the library would like to continue the circulating-books-in-bags program for seniors. Twice in the past, Kate has filled 5 bags, each with four books on a topic of senior interest. The cost is about \$200 for each set of five bags. The program has been successful, and the trustees would like it to continue. Kate will bring a list of books to order to the next meeting. Dolores will check on a possible grant to purchase the books.

Kate received a response from the town attorney who read the Library Card policy. Since the attorney has approved the policy, Dolores made a motion:

I move that we adopt the Library Card Policy, effective June 1, 2023.

Shirley seconded the motion. The motion was approved.

The trustees discussed the Fine Free Policy and agreed to use the new simplified wording for the revised policy. We will hold off submitting it to the attorney until we have a few other policies to submit at the same time.

Kate had collected a few samples of Gift Acceptance Policies from other libraries in the state. The trustees will look them over for next month. We will also get a copy of the town’s gift policy and look at the Manchester Public Library policy, which is very detailed. Trustees should begin to draft their thoughts about the policy for the next meeting.

4. Agenda Discussion

The Director’s annual review will proceed using the town’s form for Annual Performance Evaluation. We will provide the staff with the four questions we adapted from the Barrington library and ask them to use those questions to provide feedback on Kate’s performance.

EVA would like the library to host another coffee hour on Friday, March 17. Details were discussed briefly.

Shirley said that the Old Home Days committee has chosen the weekend of July 14,15,16 for the summer celebration. The library will once again host the ice cream social.

5. Adjournment

The meeting was adjourned at 7:25 PM with a motion by Dolores and a second by Shirley.

Submitted by Francine Lozeau