

# Enfield Library Trustees

## Meeting Minutes

**October 9, 2023**

Present: Shirley Green, Francine Lozeau, Dolores Struckhoff, Kate Minshall, Librarian

Next meeting: Regular meeting-November 13, 2023

### **1. Call to Order**

The meeting was called to order at 5:35PM.

### **2. Minutes**

The Secretary's minutes for the September 11, 2023, meeting were 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-\$98,742.24

Evelyn Crate Fund-\$3,605.01

Mascoma Checking-\$100.

Building Fund Savings-\$15,114.45

Building Fund CD-\$375,109.24

Fundraising Report

Shirley updated everyone on the status of the donation letter. It will be ready for the trustees' approval soon.

### Building Committee Report

The town planning committee for Whitney Hall continues to meet regularly. The cost revisions are expected to be updated and reported to the committee soon. The project timeline looks promising! The renovation date had been moved to March 2024 but now is on track for December 2023.

### Librarian's Report

Kate reported the following statistics:

	<b>September</b>	August	July	June
New patrons	A-11 Child-0	A-15 Child-3	A-21 Child-6	A-29 Child-10
New Hoopla patrons				4
In person visits	545	700	697	665
Porch pickups	104	137	128	123
Audio books/ebooks	487	578	462	462
Hoopla items	236	207	190	172
Kanopy	13	7	0	21
Circulation				
Adult program attendance	67	120	142	189
Children's program attendance	89	102	192	232
Programs offered	14	18	20	

Kate projects that the library will be closed for packing one week before the move to our temporary space in the Gift Shop at the former Shrine. The library will also be closed for one week after the move, for unpacking. The trustees assured Kate that if more time is needed that will be fine. The library staff has started to pack items that are not frequently circulated. For the move, Kate anticipates needing 400-600 boxes! We will collect as many as we can. Money to pay for boxes may need to be taken from the Special Projects account in the budget.

The library will participate in the town's Trunk or Treat event on October 28<sup>th</sup>. Dolores offered straw bales and pumpkins and mums to help decorate for the event. A storytime will be held on Halloween at 4:30 PM.

#### **4. Agenda Discussion**

Budget-The budget for 2024 was studied. Ed had suggested a few changes. He questioned keeping \$125 in the budget for meeting/hearing records. The trustees will keep this amount in case we need to pay a notetaker for our meetings. The trustees feel that it is necessary to increase the Special Projects line to \$2000 since we don't know what needs may come up during our temporary residency in the former Shrine Gift Shop. Dolores made the following motion:

*I move that we accept the 2024 budget of \$129,835.87 with the addition of another \$2000.*

This brings the total budget to \$131,835.87. Shirley seconded the motion and it passed unanimously.

Friends of the Library-A patron inquired about setting up a Friends group. The trustees and Kate all feel that a Friends group would be very beneficial for our library. Kate gave the trustees some information to review. It was decided we will do some research on this idea prior to proceeding. With the upcoming move and renovation project we feel this is not the right time.

Policy work-Work on the Computer and Internet Use policy will be discussed at the November meeting.

#### **5. Adjournment**

The meeting was adjourned at 7:08PM with a motion by Dolores and a second by Francine.

Submitted by Francine Lozeau