

# Enfield Library Trustees

## Meeting Minutes

**September 11, 2023**

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

Next meeting: Regular meeting-October 9, 2023 (Meeting date may be changed due to holiday.)

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

The meeting was called to order at 5:43PM, after a remembrance of 9/11.

### **2. Minutes**

The Secretary's minutes for the July 10, 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-\$98,164.40

Evelyn Crate Fund-\$3,455.01

Mascoma Checking-\$100.

Building Fund Savings-\$15,113.16

Building Fund CD-\$374,168.72

Shirley announced that she had received a call and letter from Mascoma Bank. The bank reported an event with a third party that could possibly compromise certain bank data. It was suggested that one of our account numbers be changed.

Fundraising Report

Shirley gave an update on the donation letter that is being prepared. The current plan is to send it out in October.

#### Building Committee Report

The town planning committee for Whitney Hall continues to meet. Due to high costs, it has become necessary to find areas where we could cut back on the renovation and expansion of Whitney Hall. A reduction in square footage will mean a change in the organization of the library space. Kate is happy with the new plans and feels the flow will be much better.

The town manager is moving forward with discussions with the Shaker Museum Board to lease two of the La Salette buildings for town offices and the library. The library will take over the former Gift Shop.

Shirley Green made the following motion:

*I move that we approve the current option to house the library in the La Salette Gift Shop during the renovation project.*

The motion was seconded by Francine and passed unanimously. This motion supersedes the previous motion made on August 23, 2022 by Shirley and seconded by Dolores to locate in the Enfield Fire Station.

#### Librarian's Report

Kate reported the following statistics:

	<b>August</b>	<b>July</b>	June	May	April
New patrons	A-15 Child-3	A-21 Child-6	A-29 Child-10	A-7 Child-0	A-9 Child-2
New Hoopla patrons			4	4	5
In person visits	700	697	665	543	493
Porch pickups	137	128	123	114	110
Audio books/ebooks	578	462	462	492	488
Hoopla items	207	190	172	201	201
Kanopy	7	0	21	49	49

Circulation					1666 total
Adult program attendance	120	142	189	210	143
Children's program attendance	102	192	232	262	262
Programs offered	18	20			24

Kate reported that Kanopy numbers have dropped and Hoopla use has increased. She continues to watch the digital budget.

Storytimes-One EVS class has signed up for library visits to date. When the library moves to a temporary location for a year they will find another space. Preschool storytime will switch to Mondays at the Community Building during the renovation process. There will be no programming space in the temporary location at the La Salette Gift Shop.

Books- During the renovation the library will continue to order ILL books for patrons, but will not send any out to other communities. Kate will consider other locations where patrons might pick up books if they are not able to make it to the temporary location on Rte. 4-A.

Kate reported that the permanent installation for the Story Walk® has been completed at the Shaker Recreation Fields. This was made possible with a grant from the Eastman Charitable Foundation. The library has collaborated with the Recreation Department to bring this to Enfield. The opening event will be held on September 30, 2023 from 11:30-1:30 with snacks and a craft for children.

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

A brief discussion of the Computer and Internet Use Policy was started. Kate explained that the old policy, revised in November 2017, needs to be completely rewritten. Kate provided her suggestions and shared policies from several other libraries. The trustees will review all for further discussion in October.

The Ice Cream Social was very successful and 256 people were served. Once again, the library social was a popular event of Old Home Days. The face painting and children's craft activities were very busy stations. \$91 was received in donations.

#### **5. Adjournment**

The meeting was adjourned at 7:34PM with a motion by Francine and a second by Dolores.

Submitted by Francine Lozeau

