

Enfield Library Trustees

Meeting Minutes

April 10, 2023

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

Next meeting: Regular meeting-May 8, 2023, at 5:30 PM

1. Call to Order

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

2. Minutes

The Secretary's minutes for the March 13 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-\$97,549.88

Evelyn Crate Fund-\$3,669.97

Mascoma Checking-\$100.

Building Fund Savings-\$11,757.07

Building Fund CD-\$369,561.22

Shirley reported that we have received 22 responses for the second letter to donors who did not respond to the first letter. Responses are still coming in daily.

Francine submitted a bill for coffee for the EVA coffee hour. The trustee fund will pay this expense.

Librarian's Report

Kate reported the following statistics:

	March	February	January	December	November
New patrons	A-11 Child-1	A-16	A-8 Child-10	A-17 Child-0	A-13 Child-2
New Hoopla patrons	9	3	6	7	5
In person visits	497	571	570	472	504
Porch pickups	114	99	125	102	102
Audio books/ebooks	519	527	527	450	450
Hoopla items	194	218	250	197	189
Kanopy	44	42	116	48	61
Circulation	1645 physical items 1929 total	1681 Physical items	1948 Physical items	1280 Physical items	1568 Physical items
Adult program attendance	86	89	96	102	76
Children's program attendance	196	172	197	185	195
Programs offered	19	17	18	21	22

Kate reported that the new Library Card Policy will take effect on June 5. A letter to non-residents, with active library cards, will be sent by USPS mail or email. This letter from the trustees will explain the change to the policy and how the patron will be affected. The letter will also be sent to the Library Director in Canaan and the library in Grafton. Kate will also post it in the Enfield Library.

Kate is excited to move storytime outside in May. The Huse Park Pavilion will be the setting for storytimes through October.

Mardee Laumann has reached out to Kate to invite her to do a Tuesday storytime for the Mascoma Health Clinic playgroup. Kate will do this once a month.

New books will be ordered for the circulating-books-in-bags program for seniors. The cost for this set of 5 book bags will be 214.96 for twenty books. Francine made a motion:

I move that Kate spend \$214.96 from the Evelyn Crate Fund to purchase books for the senior bookbag program.

The motion was seconded by Shirley and passed unanimously.

4. Agenda Discussion

At our last meeting Kate had samples of Gift Acceptance Policies from other libraries. The trustees looked them over and discussed some of the points. We do have a one paragraph gift policy included in the Collection Development policy. A more detailed policy is needed. Trustees will use the Hookset Library policy as a base to start with and add and subtract from it. We will compare notes at the next meeting.

Dolores gave Kate her self-evaluation to complete. She will work on it over the next two weeks. Dolores also gave Kate the director evaluations to be handed out to library staff. They will be asked to complete their evaluation in one week.

The town has sent a reminder to all town boards and committees to be sure to submit their minutes within five days. Library minutes will be sent to Alisa for the official town record and sent to librarian Nancy who will post them online.

5. Announcement

The NHLTA conference will be held on May 9, 2023. This year's theme is First Amendment: Censorship and Advocacy.

6. Adjournment

The meeting was adjourned at 6:57 PM with a motion by Shirley and a second by Dolores.

Submitted by Francine Lozeau