

Enfield Library Trustees

Meeting Minutes

May 8, 2023

Present: Shirley Green, Francine Lozeau, via Zoom and phone, Dolores Struckhoff, Kate Minshall, Librarian

Next meeting: Regular meeting-June 12, 2023, at 5:30 PM
Special meeting May 31, to work on Kate's evaluation
Special meeting June 5, to meet with Kate to discuss her evaluation

1. Call to Order

The meeting was called to order at 5:34 PM.

2. Minutes

The Secretary's minutes for the April 10 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-\$97,903.89

Evelyn Crate Fund-\$3,669.97

Mascoma Checking-\$100.

Building Fund Savings-\$12,008.68

Building Fund CD-\$370,490.16

Shirley reported that 194 donors have said yes to reallocating their donations to the Whitney Hall Library plan, which gives permission for \$233,475.000 to be redirected to the renovation/expansion

project. Eleven donors, who gave a total of \$5,294, are considered lost. Twenty two donors are deceased and their donations total \$94,716. There is still \$45,000 pending, but more donors have just recently received their second letters and we look forward to hearing from them.

Shirley provided Kate with the NHLTA information for the trustees' membership in the Trustee Association. This expense will be paid from the library budget.

Whitney Hall Renovation/Expansion is moving forward! The town decided to proceed with the Whitney Hall project ahead of the Public Safety building. There will be much to discuss and plan as we move forward.

Librarian's Report

Kate reported the following statistics:

	April	March	February	January	December
New patrons	A-9 Child-2	A-11 Child-1	A-16	A-8 Child-10	A-17 Child-0
New Hoopla patrons	5	9	3	6	7
In person visits	493	497	571	570	472
Porch pickups	110	114	99	125	102
Audio books/ebooks	488	519	527	527	450
Hoopla items	201	194	218	250	197
Kanopy	49	44	42	116	48
Circulation	1666 total	1645 physical items 1929 total	1681 Physical items	1948 Physical items	1280 Physical items
Adult program attendance	143	86	89	96	102
Children's program attendance	262	196	172	197	185
Programs offered	24	19	17	18	21

Kate reported that ten library passes were checked out during the month, which included school vacation.

Kate attended the CLiF author program at EVS. Jim Arnosky was a terrific presenter!

Kate did her first Tuesday storytime for the Mascoma Health Clinic and had a fun session.

The new senior bags are ready for distribution. Kate has called the Senior Center to let them know.

Kate will be on vacation May 20-29. During that time Nancy will manage the library.

4. Agenda Discussion

Kate explained the proposed changes to the layout of the new library. A couple of areas will be flipped for safety and flow for patrons. The changes will move a family bathroom inside the children's area into a space that formerly had been planned as a kitchen. The kitchen space will move to the other end of the library where plumbing has already been planned. The MFAC committee will discuss the changes. Dolores made a motion:

I move that we accept Kate's changes as discussed and marked on the floor plan.

Shirley seconded the motion, and it was approved.

The changes will move the kitchen closer to the meeting rooms, which will make it a convenient spot. The meeting rooms have no outside access so they will only be available during hours that the library is open.

Shirley reported that the Town Historian had asked if the trustees might reconsider adding a vault into the library space. Shirley and Francine noted that this issue was discussed at length with the Historian and the former Librarian and Town Manager when the plans were created and ultimately there was consensus that there would be a single, shared vault (with Town Offices) and a History Room on the first floor. Changes now would result in lost space in the Library and would require changes to plans resulting in additional cost. The trustees feel that having a vault on the first level, along with a History Room where documents and other items from the historical collection can be spread out and studied is a better option. We trust that the Breadloaf architects and preservation specialist have considered all options.

Kate requested that we advocate for moving the library out of Whitney Hall while the construction work is in progress.

Work on the Gift Acceptance Policy will be taken up at the next regular meeting.

Kate has completed her self-evaluation, and staff members have completed evaluations of Kate as well. Two non-public sessions will be posted and held to work on these evaluations and discuss the final evaluation with Kate.

Kate will contact DPW to request the use of the Enfield tent, tables and chairs for the Old Home Days Ice Cream Social on July 15. Kate will prepare a children's craft for the afternoon.

5. Adjournment

The meeting was adjourned at 6:45 PM with a motion by Dolores and a second by Shirley.

Submitted by Francine Lozeau