

Minutes
Enfield Public Library Board of Trustees
November 14th, 2018
6:00pm, Selectman's Conference Room, Whitney Hall

- Attendance: Dominic Albanese (trustee), Shirley Green (trustee), Jen Seiler-Clough (trustee), Melissa Hutson (library staff), Andi Diehn (alternate trustee) Susan Southworth (alternate trustee) (arrived 6:15), Mark Johnson (public) (arrived 6:20).
- Call to Order – 6pm
 - Dominic Albanese moved to hire Alice Kennedy as minute taker, Jen 2nd, vote unanimous in favor of the motion.
 - Dominic discussed budget considerations with this group and will ask Alisa to adjust their budget for next year to allocate \$828 for this support.
 - Dominic made a motion to accept minutes of 9/10/18 as corrected, Jen 2nd, vote unanimous in favor of the motion.
 - Substitute staff discussion (Melissa): 2 interviewees, Philip Wiebkin and Lisa Torres. Mr. Wiebkin works at Lebanon Public Library on Monday & Thursday evenings, but comes with skills and experience that would benefit the library. Melissa suggested to bring him in on an ‘as available/needed’ basis under the understanding that Lebanon is currently short staffed and Mr. Wiebkin’s availability may free up in the near future. Lisa Torres is a retired teacher who lives in Enfield who also comes with strong qualifications and understanding of library policies. It is the consensus of the group that both candidates be pursued. Dominic made a motion to hire both candidates at the recommended rate, Shirley 2nd, vote unanimous in favor of the motion.
 - New Years Eve this year will be to close at 5 pm, contingent on what the town decides – to be determined.
- Public Comment: none.
- Correspondence (5 minutes) – Shirley noted that mail received from the bank could be regarding Certificate of Deposit renewal which is very time sensitive (any desired changes must be made within 7-10 days of the letter). Melissa picks up mail at the post office Monday and Thursday and Shirley picks up the mail from the library regularly.
- Reports
 - Librarian (5 minutes) –
 - Halloween - lots of kids (62) came by on Halloween between 5-7, checked out books, got candy, it was quite successful and warm!
 - Mango languages contract has been signed, received training, interest has been steady. It is easy to check usage statistics to track uptake going forward.
 - Melissa attended the NHLA READS fall conference ‘Library Spaces’. The theme was working with and in the community. Ideas included putting extra books in public spaces like laundromats, exploring the idea of an online digital presence for the library, and repurposing older buildings.
 - If there is a surplus of children’s books it was agreed that it would be a very good idea to place them at places like the laundromat.
 - A whole box of donated paperbacks was just picked up by Susan Brown for the correctional facility.

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- The library is up in everything this year – ahead on the number of patrons, 169 on voting day.
- Melissa is going on vacation in a week and a half. The next budget meeting is December 4th. She had her budget meeting with Eric and Ryan.
- Financial (5 minutes) – Library Trust Funds presentation tabled until next month. One gift was received in the last month for the building fund.
- Fundraising (5 minutes) – With the new gift this brings total of private giving up to \$488,240 representing 399 gifts. Municipal funding is at \$367,377, this reflects \$400,000 minus the amount the Town lost to fraud, total funding is now at \$1,005,617.
 - Fundraising letter went out. 246 letters went out, some questions regarding addresses remain, some may be returned to sender, Melissa to keep an eye out for those. 11 people passed since the last mailing. The mailing will likely result in some gifts before the end of the year. Retired minimum distributions from IRA's (as below) may help with this as well. PDF of fundraising letter will also be distributed via listserv, and honor roll list can be sent directly to Melissa, not Scott.
 - Dominic would like to have a fundraising-specific meeting to discuss future fundraising possibilities in the near future. Now that the Town's facilities study is well underway, he would like the group to have a sense of the role of fundraising going forward. The next fundraising meeting will be Monday December 3rd, Dom will look to see if the Whitney Hall meeting room is available, and the next library trustee meeting is 12/10.
 - The annual report from Trustees is due soon, this should include discussion of the campaign. This can also mirror the town reports, Mark will send past reports to guide the next one.
- Charitable giving from Required Minimum Distribution was discussed. It is required to give to a 501c3 and the library is a good option for this. This could be a good thing to post on the website and in the library newsletter, highlighted for visibility. It would come under the town tax ID.
- Melissa assured the group that all giving information that was on the old website is on the new website, and that the new website is quite easy to edit, add, subtract etc.
- New Business
 - Senior Services update:
 - a. Some corrections made to the Evelyn Crate fundraising pamphlet.
 - b. The library is going to partner with Grafton County meals on wheels to deliver books to homebound community members. We will have to wait to see the response to the outreach before we figure out the exact way to run it (mail delivery, in-person delivery, scheduling, etc.)
 - c. Bags are going to be ordered that will have the same logo as the pamphlet.
 - d. Melissa will be sure this is included in the annual report.
 - Not specific to this fundraiser, but in general, Dominic is concerned about confusing potential donors by running concurrent fundraisers and having too many fundraising projects/bodies.
 - Friends Group – last month Dominic was surprised learn about the requirement of a 501c3 status when creating a Friends group for a library. Dominic is all for this style of fundraising/group, but is concerned about moving forward with applying for 501c3 status at this time. Much discussion ensued – a resolution on this particular topic was not reached at this time, and it was agreed upon by the group that discussion will be continued on 12/3 at the fundraising-specific meeting. Unresolved items remaining to be discussed include: the benefits of library 501c3 status (separate from the town), what exactly the purpose of a Friends group would be (ambassadors?), what exactly a Friends group is for in general or traditionally (in other models such as Canaan), and how insurance comes into play with 501c3 status. More productive discussion may be had after the building fundraising has come into sharper focus.

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- a. Shirley reported that she has identified 5 people who might like to be involved in a Friends group for the Enfield Library.

Melissa reminded the group that is important to remember there are specific RSAs against having people volunteer to perform duties that library staff are paid to do. Melissa will forward that RSA to the group to discuss this grey area that is a potentially sticky situation. At this time it was decided to continue this discussion at the 12/3 fundraising meeting.

- Strategic Governance (10 minutes)
 - Strategic Governance – one-pagers were given out on voting day. Public comment period will follow facilities study. Communication plan has been disseminated but no recent action has been taken.
 - Facilities – Dominic reported out the latest to the group. Preliminary report is due in early December, but the content of that report is not clear at this time. The next discussion will likely be very high level but Dominic feels that Ryan and the members of the Selectboard are generally on the same page as the Library with regard direction and prioritization of the Libraries facility's needs. Francine Lozeau and Shirley Green continue to partner with Dominic as representatives of the Library at these meetings.
- Old Business
 - Newsletter – it might be best for an Enfield-based person to take this on, so that they would be sufficiently invested to donate their time to this project. The undertaking can be made easier using a website called Canva which allows you to make posts, infographics, newsletter type program and is free for 501c3 organizations. Melissa to send examples to the group for exploring the possibilities. Teen volunteers also could take care of this – however, Melissa has had a challenging time finding success with teen volunteers in the past. Andi is going to look into getting her own volunteer to help her with the newsletter design – will discuss this again at next meeting as well.
 - Melissa to share her Canva login with Andi. However, the tax ID must be specific to the library not the town.
- Announcements
- Next Meeting – the next meeting is 12/10 at 6 pm
- Adjournment – Jennifer moved to adjourn and Dominic 2nd, the meeting ended at 7:27pm

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