

**DRAFT Minutes**  
**Enfield Public Library Board of Trustees**  
**August 28, 2019**  
**2:00pm, Enfield Public Library, Whitney Hall**

- Attendance: Dominic Albanese (trustee), Shirley Green (trustee), Francine Lozeau (trustee), Melissa Hutson (librarian). Guest: Dolores Struckhoff
- Call to Order – Dominic Albanese opened the meeting at 2:00pm. The group proceeded to talk about the following topics:
  - The Trustees shared with Dolores their recent vote to place the \$1,000 gift from the Frank M. Barnard Foundation, Inc. in the Evelyn J. Crate Library Fund with discussion to occur at an upcoming Trustee meeting how to best use that generous gift;
  - The Trustees shared with Dolores their recent vote to assign up to \$3,300 in Trustee Funds to replace the two chairs in the front room of the Library. Melissa is finalizing the purchase now;
  - The Trustees shared with Dolores their recent vote to assign up to \$1,500 in Library Budget funds to purchase a DVD/CD repair/cleaning machine. Melissa is finalizing the purchase now;
  - Dolores walked the Trustees through the beginnings of the Evelyn J. Crate Library Fund – how it came to be, what the vision was. She referred to the existing brochure from which we will use some language in our home delivery policy;
  - We worked through a discussion about the Enfield Public Library Home Delivery Service Policy. The following questions were reviewed and agreed on by the 5 individuals at the table.

Under Home Delivery Service Policy-Volunteer Requirements:

- It was agreed that all volunteers will undergo a background check. Melissa explained that the Police Chief will handle this and it is a standard operating procedure already in place for any new staff hires;
- It was agreed that two volunteers will always make deliveries and do pickups. It was previously agreed that these trips would be logged – both going and returning from the patron's home and that log would be kept in the library for a to-be-determined length of time;
- It was agreed that the “When volunteers are not available...” sentence will be replaced with: “When volunteers are not available, either of the following may take place: (1) With the permission of the Librarian a library staff member(s) can make the delivery either on their own time or on paid time; OR (2) the Librarian will ask the Police Chief if (s)he or a member of the department would make the delivery/pickup;

Under Home Delivery Service Policy-Patrons

- It was agreed that the Evelyn J. Crate Library Fund will support residents of Enfield only;
- Melissa will review language in the Evelyn J. Crate pamphlet and incorporate it, as appropriate, in the “Who is Eligible” and “Signing Up” sections of the policy;
- It was agreed that we would add the following: “If the person delivering/picking up library materials notices anything concerning in terms of safety/health/security that they will have a discussion with the Librarian who may discuss it with the Police Chief.”

- Discussion ensued as to who should pay for damaged/lost items. It was determined that neither the Library nor the Evelyn J. Crate Fund will cover these extra costs. As is the policy with regular book check-outs patrons will be charged for any damage they do. In unusually expensive circumstances the Librarian will bring the situation to the attention of the Trustees;

Dolores will compile and share a list of additional senior programs she hopes the Evelyn J. Crate Library Fund could support for discussion at an upcoming meeting. She will also re-market the program over the next couple of months. We discussed adding a story to the upcoming library newsletter about the program and our recent first delivery.

- The group then discussed the Library Space Inventory draft. The following discussion ensued:
  - Brief discussion regarding the existing stand-alone library building and how it fits into the current facilities review process. Considerable time, effort and funds were expended getting us to where we are with the stand-alone design. It is important that the Facilities Committee understand the goals and design of both that building and the earlier one as they consider their final recommendations. It was agreed that the Trustees feel that the Committee is taking very seriously the needs of the Library and we remain optimistic that there will be an outcome the Trustees can endorse. It was agreed that Dominic will cover some of this in his cover memo submitted with our inventory. He will also ask that the full Committee receive access to both of the earlier library designs;
  - We discussed the commercial kitchen in the inventory. Francine suggested that we not get too far from the Library's main mission and that the current language (suggest a full commercial kitchen that is shared by the Town Offices, Library, and community space) might do that. Dom will look at the language and add nuance of what we are trying to accomplish with a kitchen (staff use, programming for the library & recreation, and support of public space);
  - We discussed the 3<sup>rd</sup> floor/Stage space – it was agreed that any renovation of Whitney Hall needs to include the 3<sup>rd</sup> floor and that the redesigned/renovated space should be multi-purpose in nature. The Trustees do support a stage area, but want that space to be available for other uses when plays are not in session;
  - We discussed the cover memo that will go with the space inventory. Dom to draft something up for discussion;

At this point Dolores Struckhoff left the meeting.

- Search for a new Assistant Librarian. Melissa has provided additional materials for consideration. Discussion ensued about what the position would look like and the process. It was agreed:
  - Melissa reminded us that it was important that we come to consensus so she can ensure a smooth transition when Patty Hardenberg retires on December 31<sup>st</sup>.
  - Dominic talked about his previously stated preference that we do a staffing model review. This was driven by his experience that such things have happened in places he's worked at in the past and him wondering if the current mix of full and part time positions made sense. A discussion ensued and it was agreed that the focus at this time was replacing the current

position only. We discussed the hours open and how we compared (favorably) to other libraries;

- We talked about the search process. It was agreed that Francine and Shirley would join Melissa in the search process including reviewing resumes and interviewing candidates.

Dominic moved; Francine seconded: “That we move forward searching for a new Assistant Librarian using the existing job description as a general guide and with the goal of having a new person on board on or around January 1<sup>st</sup>, 2020. Further Shirley Green and Francine Lozeau will participate in the search process including the review of resumes and participating in interviews. Exact details to be worked out between Melissa, Shirley and Francine.” All were in favor.

Francine moved, Shirley second that we close the meeting at 3:30PM. All in favor.

Respectfully Submitted,

Dominic C. Albanese  
Chair, Enfield Public Library Trustees