

DRAFT Minutes
Enfield Public Library Board of Trustees
August 29, 2019
2:00pm, Enfield Public Library, Whitney Hall

- Attendance: Dominic Albanese (trustee), Francine Lozeau (trustee), Melissa Hutson (librarian).

Excused: Shirley Green (trustee)

- Call to Order – Dominic Albanese opened the meeting at 2:00pm.

The group proceeded to review each line in the initial space plan. We updated and made adjustments in all three sections of the inventory: Library Room Inventory; Library Environment Inventory, and Community/Recreation Space Inventory.

We reviewed the outline of the cover memo provided by Dominic that will accompany the inventory to the Facilities Committee. It was agreed that the outline covered all the issues we want to communicate to the Committee. Further, it was agreed that we would include both of the previous library designs as part of the package sent to the full committee.

Dominic agreed to make final edits to the inventory and to draft the cover memo for a final review by the Trustees. We will also talk with Shirley about her confirming with the Committee at their September 9th meeting that they have the information they need about the Library in preparation for their meeting with the Librarian and the Library Trustees on September 24, 2019.

The Trustees will meet again on Tuesday, September 3, 2019 @2:30 (Location TBD) to do a final review of the package being sent to the Facilities Committee. Melissa is unable to attend as she will be at a pre-planned conference. We still expect to send the completed package to Town Manager Ryan Aylesworth and Committee Chair Phil Shipman by Friday, September 6, 2019.

Melissa reported on a budget issue. In mid-December 2018 the library encumbered \$1,505 to purchase a replacement computer for the Assistant Librarian. The order was placed with the Town's vendor in December. The bill for that computer did not arrive until late April 2019. By that time the encumbrance had lapsed and the expense hit this year's computer budget. This will impact our plan to replace computers this year. The Library continues to be unsatisfied with the computer support provided by the Town's vendor. Dominic will follow-up with Ryan on this and Melissa will ensure that the 2018 expense is applied to the proper account in the 2019 budget.

Francine moved, Dominic second that we close the meeting at 3:00pm. All in favor.

Respectfully Submitted,

Dominic C. Albanese
Chair, Enfield Public Library Trustees