

**Minutes**  
**Enfield Public Library Board of Trustees**  
**September 23, 2019**  
**5:30PM Whitney Hall Conference Room**

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- Call to Order 5:30 PM
  - Penny (public), Melissa Hutson, Dominic Albanese, Shirley Green, Andi Diehn excused, Patti Hardenberg, Mark Johnson (left at 6:44)
- Minutes Review and Adoption (5 Minutes)
  - Minutes of August 19, 2019 Meeting Dominic moved to open discussion at 5:30, Shirley Green seconded.
    - Under librarian report, served 277 people, not made \$277.
    - Under ice cream social Kanopy spelled with K, not C.Dominic made a motion to accept the minutes with corrections, the motion was unopposed.
  - Minutes of August 26, 2019 Meeting Francine made a motion to discuss Dom second and the motion was unopposed.
    - Spell correction of Patti's name – Alice was not there.Shirley made a motion to accept as corrected, Dominic seconded, the vote was unanimous in favor of the motion with Francine abstaining.
  - Minutes of August 28, 2019 meeting Dom move to discuss Shirley second
    - No changesDominic made a motion to accept the minutes with corrections, the vote was unanimous in favor of the motion.
  - Minutes of August 29, 2019 meeting Francine move dom sencond
    - No changesDominic made a motion to accept the minutes, the vote was unanimous in favor of the motion with Shirley abstaining.
  - Minutes of September 3, 2019 Meeting Dom move to discuss Shirley second
    - No changesDominic made a motion to accept the minutes with corrections, Francine seconded, the vote was unanimous in favor of the motion.
- Correspondence (5 minutes)
  - None
- Public Comment (5 minutes)
  - Penny present
- Reports
  - Librarian (5 minutes)
    - State library is moving forward with ILL system
    - Should be in place sometime next month
    - Waiting on quote for chairs
    - 10 classes coming to library this year, 5 visits per week
    - Disk repair machine came in
    - Montshire museum has started a trial library pass program with Lebanon and Norwich, coupon for \$5 off admission program, Enfield not yet
    - Kanopy doubled in use, people are using it a lot

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- State library may start providing NYT access which would decrease price for everyone
- Financial and fundraising (5 minutes)
  - First report with the new accounts.
  - \$37 loss is for lost items
  - \$100 check given to Melissa for ‘anything’: what account would the trustees like this in? Dom suggested building fund. Melissa suggested that there will be a need for new book shelves that broke last week. Patti is looking into better shelves from multiple vendors for sturdier shelves, this will be an unexpected expense – bin shelving for children’s books would be preferred. If more extensive replacement is needed special projects funds can be used.
  - Dom made a motion to put the \$100 donation in the building fund, Francine second, the vote was unanimous in favor of the motion (3-0).
  - \$13 donation from ice cream social from those who wanted to pay
  - Total funds on deposit at the bank (\$98,776) are insured up to 250K. Checking acct is fully insured, any remainder funds are insured up to \$250K. Any funds in sweep are fully insured in addition. CD rate is 3.47 and APY is 2.5. Risk seems minimal. This was all known when the decision was made to bank this way.
- Old Business
  - Review & Approval - 2020 Preliminary EPL Budget (Melissa 5 minutes)
    - Enclosures: “2020 EPL Budget Draft\_2019-09.xlsx”, “Koha proposal 2019.pdf”
    - Melissa and Patti enthusiastic about this and Patti would like to help when it is time to start up.
  - Review & Approval – Home Delivery/Evelyn J. Crate Program
    - Enclosure: “EPL Home Delivery Policy\_2019-09.doc” & “EPL Home delivery policy-volunteers\_2019-09”
    - Francine made a motion to adopt the two policies as written, Shirley seconded, the vote was unanimous in favor of the motion (3-0).
  - Update: Asst. Librarian Search Update
    - Draft job posting was reviewed by the Trustees.
      - Francine suggested that it be more specific to children’s services, but top paragraph may address sufficiently.
    - Will be posted to VT library association website, NH library association website, Ryan Aylesworth offered to put it on municipal listserv, rural libraries listserv, possibly Simmons website.
    - Lebanon former children’s librarian (current deputy director), Amy Lappin, will help with interview process.
    - Francine and Shirley will review resumes.
    - Will be posted in the beginning of October.
  - Spending Plan - \$1,000 gift from the Frank M. Barnard Foundation
    - Need to keep this in our sights.
  - Update: EPL providing DVD’s of Enfield Board of Selectman meetings (Melissa 2 minutes)
    - Still in process.
  - Update: Possible fall update letter to Library donors (Mark 5 minutes)

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- Will submit draft at next meeting for review.
- Update: Town facilities committee meetings update (Shirley 15 minutes)
  - General Update on recent meetings (Shirley – 10 Minutes)
    - No new reports since last meeting.
  - Discussion: 9/24/2019 meeting with the Municipal Facilities Committee – any final prep?
    - Penny would like to know if any location is ruled out? The location currently under discussion seems to be in a flood plain.
    - Any spot that the school children cannot walk to is ruled out.
    - Mark may attend to respond to accounting questions
- Update: Fall 2019 Newsletter (Andi/all 5 minutes)
  - Andi still wants to do the newsletter and needs updates
  - FL may be interested to do an interview Dolores and someone involved with Crate book program
  - Shirley to reach out to Dolores Struckhoff
  - Kanopy popularity
- Update: 2019 Librarian & Library Staff Review Process (Melissa/Dom 5 Minutes)
  - Dominic to do this month
- Update: Replacement reading chair purchases (Melissa 5 minutes)
  - Next month
- Update: Senior services update (Shirley/Melissa item 5 minutes)
  - No update
- Update: KOHA Library Software Proposal – see budget discussion above (Melissa 5 minutes)
  - Discussed above
- Update: Computer vendor issues/Status of Town Computing RFP (Melissa 5 minutes)
  - Melissa has not heard from Ryan yet.
  - Melissa to email Ryan to ask for update and copy Dom
- Update: Computer & electronic equipment inventory (Melissa 5 minutes)
- Determine date of next library fundraising meeting (Mark 5 minutes)
  - On hold
- Future Agenda Items: keep on radar
  - Fee & Fine Schedules
    - Will discuss in the future, likely post-Jan 1
    - Melissa will compile data/articles about libraries that have gone ‘fine-free’
    - Re-examine fee schedule for printing etc
  - Use of Volunteer Policies
    - Need to standardize, list from Howe could be used as a guide
    - Dom to reach out to NHMA re: volunteer scope
    - Dom to start with information that Melissa sent
    - Navigating Volunteer Policies going forward needs to be researched carefully
      - Rules change often and are complex
      - Volunteers require background checks
      - Still may look into having a friends group, and money go into a trustees fund
    - May revisit this topic once direction of library building is more clear

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- Next Meeting
  - Monday, **October 14, 2019; 5:30PM**, Selectman's Conference Room, Whitney Hall
    - *Please note: Send agenda items to Dominic before 10/09/2019*
- Adjournment Shirley made a motion to adjourn at 6:55 pm, Francine second, the vote was unanimous in favor of the motion (3-0).