

Agenda
Enfield Public Library Board of Trustees
October 14, 2019
5:30 PM Whitney Hall Conference Room

- Call to Order 5:33 pm
 - Dominic Albanese (Trustee), Shirley Green (Trustee), Francine Lozeau (Trustee), Melissa Hutson (Librarian), Patti Hardenberg (Asst. Librarian), Mark Johnson (arr 5:52)
- Minutes Review and Adoption (5 Minutes)
 - Minutes of September 23, 2019 Meeting
 - Dom made a motion to open the minutes for discussion and Francine seconded.
 - Page 2: Lebanon children's librarian is *former children's librarian*, currently deputy director. Last name is Lappin.
 - Page 2: Librarian's report: Montshire library has started a *trial* museum pass program with Lebanon and Norwich.
 - The minutes were approved as corrected unopposed (3-0).
- Correspondence (5 minutes)
 - none
- Public Comment (5 minutes)
 - none
- Reports
 - Librarian (5 minutes):
 - Inter-Library Loan (ILL) training and start-up has been taking a lot of time. It will take a few months to find out what the impact of ILL will be on EPL.
 - Budget has been turned in.
 - Disc repair machine is working great.
 - Library conference was very useful, Melissa learned information about programming for children and adults, and how to make good use of space.
 - New furniture is in, looks great and easy to maintain.
 - Kanopy is still doing very well.
 - Historical Society event: 20 people came, was a good evening.
 - Financial (5 minutes):
 - No new gifts
 - Fundraising (5 minutes)
 - No updates
- New Business
 - Discussion – how to ascertain operating budget impact of a two story or larger 1 story library facility;
 - Start thinking about this, possibly reach out to other libraries that have expanded, Sunapee or similar.
 - State library has a spreadsheet for each library (sq. footage, operating budget, etc); Melissa to look into.
 - Discussion – reaching out to Trust Division of NH Attorney General to get advice on crafting a gift agreement form should it become necessary;
 - Re: gift agreements; could be premature, may want to get town counselor involved.

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- Dom to ask Ryan to ask counsel if there is something boilerplate to be used.
- Mark to add language to letter stating that Trustees will be involved in all discussions re: Whitney Hall construction plans.
- Discussion (Possible) – Pricing for bin shelving for children’s books
 - Bookcase carts on casters; approx. \$1800 for 4 48x48-inch shelving units
 - Bins styles do not have enough room
 - Steel shelving may be better, for durability, lighter to move, and will integrate better with newer shelving in the future. That total is approx. \$2377 (quote is good for 90 days – January 20th).
 - Dom made a motion to have Melissa discuss with Ryan increasing associated budget line item from \$2000 to \$2500, Shirley second, the vote was unanimous in favor of the motion (3-0).
 - Francine made a motion to buy new shelving units that were damaged while moving after the carpet cleaning and are now creating a safety hazard, in the amount of \$2377.15, to be charged to special projects line. Melissa will manage against the bottom line (excluding payroll) to keep the rest of the year in budget. Shirley second and vote was unanimous in favor of the motion (3-0).
- Old Business
 - Update: Asst. Librarian Search Update
 - Posted to multiple sites, 8 applicants so far, 3 possibilities
 - Melissa will review resumes with Francine and Shirley
 - Melissa to reach out to Andi and let her know about asst. librarian change
 - Spending Plan - \$1,000 gift from the Frank M. Barnard Foundation
 - Foundation more interested in outreach programming as opposed to furniture (possibly Prospect Pines)
 - Possibly invite Suzanne Hinman to come and do a book talk, signing, or similar
 - Dominic to discuss with Dolores
 - Update: EPL providing DVD’s of Enfield Board of Selectman meetings (Melissa 2 minutes)
 - In process
 - Update: Possible fall update letter to Library donors (Mark 5 minutes)
 - In process
 - Update: Town facilities committee meetings update (Shirley 15 minutes)
 - General Update on recent meetings (Shirley – 10 Minutes)
 - Facilities meeting Thursday DPW 4 pm with architect.
 - Facilities committee toured library.
 - Discussion: 9/23/2019 meeting with the Municipal Facilities Committee – any final prep?
 - Update: Fall 2019 Newsletter (Andi/all 5 minutes)
 - Dominic to send email to Andi with items to discuss
 - Update: 2019 Librarian & Library Staff Review Process (Melissa/Dom 5 Minutes)
 - In process, Dominic to move forward
 - Update: Senior services update (Shirley/Melissa item 5 minutes)
 - There are individuals interested in participating in the Evelyn Crate program.
 - Update: KOHA Library Software Proposal (Melissa 5 minutes)
 - Ryan said one-time expenses for long term should go in CIP trustee of trust funds technology section

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- Shirley to look into; Melissa to let Ryan know we would like to use it.
 - Update: Computer vendor issues/Status of Town Computing RFP (Melissa 5 minutes)
 - Update: Computer & electronic equipment inventory (Melissa 5 minutes)
 - Determine date of next library fundraising meeting (Mark 5 minutes)
- Future Agenda Items:
 - Fee & Fine Schedules
 - Use of Volunteer Policies
- Next Meeting
 - **Wednesday, November 13, 2019 (note change)**, Selectman's Conference Room, Whitney Hall.
 - Francine made a motion to adjourn at 7:15, with Shirley seconding; the vote was unanimous in favor of the motion (3-0).
 - *Please note: Send agenda items to Dominic before 11/06/2019*
- Adjournment