

Minutes
Enfield Public Library Board of Trustees
November 13, 2019
5:30 PM Whitney Hall Conference Room

- Call to Order
 - Present: Dominic Albanese (Trustee), Francine Lozeau (Trustee), Shirley Green (Trustee), Melissa Hutson (Librarian), Patti Hardenberg (Asst. Librarian), Mark Johnson (Finance) (left 6:03)
Members of the public present: Kathy Welenc (left at 5:44), Gus and Susan Southworth, Julie Weiss, Penny Koburger, Tammy DeFelice (arr 5:44), Hana Massecar (arr 5:54)
- Minutes Review and Adoption (5 Minutes)
 - Minutes of October 24, 2019 Meeting
 - Changes: Page 2 under senior services it says covered above but unsure why. Under this section please add that there are volunteers interested in doing the Evelyn Crate program.
 - Dom made a motion to accept minutes as corrected. The vote was unanimous in favor of the motion.
- Correspondence (5 minutes)
 - Disclosing that there was a meeting to review various plans with the architect that he has come up with. Francine Shirley Melissa and Dom attended and reviewed. Dom will write up minutes to make publicly available
- Public Comment (5 minutes)

Kathy Welenc: present to say how wonderful the library is and how much she has been enjoying it, has enjoyed going to the library and how it is run.

Julie Weiss: present to say on public record that she appreciates library as well.

Penny Koburger: Loves library loves audio books and dvd availability, would love place to sit and read magazines and relax.

Tammy DeFelice: ILL use it weekly, different library than 5 years ago. Loves to use it with her 3 kids, the more the library could offer for kids the better, also ASL classes would be very useful!
- Reports
 - Librarian (5 minutes)
 - Almost 200 people in for trick or treating, had to get more candy from police station.
 - Working with Sim Quest for inventory and recommendations.
 - Will attempt to order computers before the end of the year.
 - Kanopy through the roof again.
 - Crowdsourcing ideas and feedback for the library has been very productive with both positive comments and requests for improvements and services.
 - Financial (5 minutes)
 - No update at this time.
 - Fundraising (5 minutes)
 - On hiatus for the time being.
- New Business
 - None.

Notice: The Trustees may vote to enter into a non-public session under provisions of RSA 91-A:3.

Minutes
Enfield Public Library Board of Trustees
November 13, 2019
5:30 PM Whitney Hall Conference Room

- Old Business
 - Update: Asst. Librarian search update
 - 14 total candidates. Moving forward with interviews next week and a story time conducted by each candidate.
 - Update: Children's book shelving
 - Ordered. \$2377 is the final price.
 - Spending Plan - \$1,000 gift from the Frank M. Barnard Foundation
 - Invite Dolores Struckhoff to a future meeting to discuss (Dec or Jan?)
 - Bear in mind requests to the librarian from the public as well
 - Update: Year-end spending – new computers, books etc.
 - Update: EPL providing DVD's of Enfield Board of Selectman meetings (Melissa 2 minutes)
 - Melissa to follow up with Jim Bonner
 - Update: Possible fall update letter to Library donors (Mark 5 minutes)
 - Letter is started, will iterate with Dom this week.
 - Update: Town facilities committee meetings update (Shirley 15 minutes)
 - Working with architect to draw up sketches for safety facilities and proposed sketches for library.
 - Weighing cost/benefit of all plans
 - Architect is sketching many possibilities including additions to existing buildings, conceptualizing layouts for 7000-7500 sq ft. Very loose configurations at this time, different scenarios.
 - Still trying to stay on one floor and make the best use of the entire building year-round.
 - Group is very happy with Breadloaf (?)
 - Plan is to formulate recommendations by early January.
 - Update: Fall 2019 Newsletter (Andi/all 5 minutes)
 - Andi unable to be present; sent in draft
 - Tweedy interview to be added.
 - Update letter to donors – points that might be covered – discussion amongst the Trustees, Librarian and members of the public:
 - Public would like to know updates to facilities plans perhaps through listserv
 - For several reasons the library will likely remain in the library building
 - The process is evolving so could be misleading to share at this time
 - Public would be appeased with incomplete information
 - Minutes of facilities meetings are all posted for the public
 - A prepared communication to foster understanding with the public could be helpful
 - The Trustees are still hesitant to tell the ambiguous information that they have as no decisions have been made at this point.
 - It would be nice for the donors to get updates, even if it is only moving pieces at this point, it would provide reassurance that there is great thought going into the use of the donations – and how the process is evolving.
 - Transparency even about the ambiguity could help to ease public perception at this time
 - Confirming things that are clear at this time, ex/minimum sq footage, extent of renovation etc could be helpful information.

Notice: The Trustees may vote to enter into a non-public session under provisions of RSA 91-A:3.

Minutes
Enfield Public Library Board of Trustees
November 13, 2019
5:30 PM Whitney Hall Conference Room

- Melissa to add the September cover letter to facilities committee with space inventory and plans to the website.
- Letter from last year was great – but a similar update now would be useful.
- Update: 2019 Librarian & Library Staff Review Process (Melissa/Dom 5 Minutes)
- Update: Senior services update (Shirley/Melissa item 5 minutes)
 - No updates at this time.
- Update: KOHA (replacing Follett as a library management system) Library Software Proposal (Melissa 5 minutes)
 - No updates at this time.
 - Very excited to implement – this will streamline current processes a great deal.
- Update: Computer & electronic equipment inventory (Melissa 5 minutes)
 - Stay tuned
- Determine date of next library fundraising meeting (Mark 5 minutes)
 - On hold at this time
- Future Agenda Items:
 - Fee & Fine Schedules
 - Use of Volunteer Policies
 - Ascertain operating budget impact of a new two story or larger 1 story library facility;
 - Understand the process & paperwork associated with achieving donor approval to use their gifts for a revised library facility project;
 - Fines are punitive, donations are given happily. Not in keeping with the spirit of the library.
- Announcements
 - Patti: what is timetable for getting staff reviews done? Regrettably, Dom needs to sit down and write it. Will do.
- Next Meeting
 - Monday, December 9, 2019, Selectman's Conference Room, Whitney Hall
 - *Please note: Send agenda items to Dominic before 12/4/2019 (Wednesday prior)*
- Adjournment
 - Dom moved to close meeting at 6:30 pm without objection.

Notice: The Trustees may vote to enter into a non-public session under provisions of RSA 91-A:3.