

Enfield Library Trustees

Meeting Minutes

November 14, 2022

Present: Shirley Green, Francine Lozeau, Dolores Struckhoff, Kate Minshall, Librarian
Public: Gus and Susan Southworth, Ed Morris, Town Manager

Next meeting: Regular meeting-December 12, 2022
5:30 PM, in the library

1. Call to Order

The meeting was called to order at 5:33PM.

2. Minutes

The Secretary's minutes for the October 10 meeting were approved. The motion to accept the minutes was made by Shirley and seconded by Dolores.

3. Budget

Town Manager Ed was present to discuss the library budget with us. He made a few suggestions for the trustees' consideration. Meeting/Hearing Records was reduced from \$250 to \$125. The trustees take their own minutes, with an occasional exception. It is unlikely that we would need the full amount of \$250. Travel for conferences was reduced from \$250 to \$200. There are many Zoom options that would not require travel expenses. The library miscellaneous line item which has been used for attorney's fees in the past was also considered. The trustees dropped that figure from \$500 to \$300. The professional development line was also reduced from \$700 to \$500. This amount of money will still allow for some professional development.

The next line item discussed was library personnel. We have three clerks who work four, twelve and eighteen hours each. Since we have no substitutes that budget amount will be reduced and used to upgrade the pay for the three clerks, to start to bring their salary closer in line with other town employees. (Ed plans to have a town-wide salary study done in the near future.) The base rate for clerks will be raised from \$13 per hour to \$15 per hour. This is a salary adjustment that Kate and the trustees feel is very much needed.

Shirley made the following motion: *I move that the trustees approve the budget.*

The motion was seconded by Francine. The motion carried.

At this time, Susan Southworth asked to make a public comment. She raised an important question about the hourly wage being offered to a senior clerk who has worked five years. The budget conversation continued with the trustees agreeing to raise the base amount of the worker. Shirley made the following amendment to the motion: *I move that we amend the previously accepted motion to increase the budget by raising the base pay of the senior clerk from \$15 an hour to \$16 per hour.* Francine seconded the motion. The motion carried and the budget was amended and accepted.

Ed next discussed the library's new computers. The circulation computer which was purchased in 2013 will be replaced. The three public computers will be replaced with Chromebooks. Money to pay for these computers comes from funds that were encumbered from special projects and library hardware.

The contract for the library copier will be up for renewal in February. The contract will be extended for one year and then we will be in line with other town departments so that all copiers can be replaced at the same time, with a much better price.

Ed also reported that the Whitney Hall renovation/expansion project should begin in the Spring of 2024.

Ed showed the trustees a picture that was painted by a traveling artist pre-1920's. The artwork was donated to town several years ago with the possibility that it could be hung in the library. The artwork will need restoration and an estimate of \$1400.00 was given for cleaning and repairs. The Selectboard will need to make any decisions about the painting.

Note: The Southworth's left the meeting at 6:49 PM. Ed Morris left the meeting at 6:50 PM.

4. Reports

Treasurer's Report

Shirley reported that all accounts are in order. The building fund received a \$2000 donation and \$500 was given for the purchase of new books.

Mascoma Insured Cash Sweep-\$97,014.69

Evelyn Crate Fund-\$4,469.97

Mascoma Checking-\$100

Building Fund Savings-\$12,825.62

Building Fund CD-\$390,744.38

Librarian's Report

Kate reported the following statistics:

	October	September	August	July
New patrons	A-5 Child-2	A-14 Child-4	A-20 Child-6	A-19 Child-8
New Hoopla patrons	8	10	14	14
In person visits	581	542 and 128 for programs	720 and 271 for programs	575 and 206 for programs
Porch pickups	116	154	160	136
Audio books/ebooks	447	502	486	397
Hoopla items	206	206	203	289
Kanopy	61	88	87	64
Book group-adult			5,4	5, 6
Book group-YA			n/a	n/a
Circulation	1426	1435 Physical items	1981 physical items	
Adult program attendance	86	56		
Children's program attendance	197	84		
Programs offered	28			

Kate reported that Jerusha and Laura handed out over 400 treats and pencils at Trunk or Treat! A special Halloween storytime was well attended with 12 adults and 11 children. The CLiF event at the Enfield School will be held on December 16 with Jim Arnosky as the visiting author. Kate will attend.

Kate brought up the holiday schedule. The library is open on Saturdays and Christmas Eve and New Year's Eve both fall on Saturdays this year. The rest of the town will not be working on either of those days and the trustees feel that the library should be closed as well. Whenever possible we try to follow the schedule for the town. Dolores made the following motion:

I move that the library be closed on Christmas Eve and New Year's Eve 2022.

The motion was seconded by Shirley and approved by all.

December Coffee at the Library

The library and trustees will be hosting a December social. Coffee and pastries will be served to the public on December 9 at 10 AM. Trustees will provide baked good and the table setting and the library will provide coffee.

5. Agenda

Library Policies

The discussion of library policies was postponed. Next month we will work on Fines and Fees and Circulation Policies.

6. Adjournment

The meeting was adjourned at 7:25PM with a motion by Dolores and a second by Shirley.

Submitted by Francine Lozeau