

DRAFT Minutes  
Enfield Public Library Trustees  
Friday, August 28, 2020 – 3:00PM (Via Zoom)

Dominic opened the meeting at 3:00PM via Zoom. Present were Library Trustees Shirley Green, Francine Lozeau, Dominic Albanese, Town Librarian Melissa Hutson and Mark Johnson (Member of the public).

1. Update from Melissa on Library re-opening to date and plans going forward;

- Melissa spoke to August activity to-date. That includes 130 book bags that were picked up by patrons from the Library porch. She and Asst. Librarian Kate Minshall field calls daily from patrons seeking books and asking for additional services. Melissa did some research regarding the experiences other libraries are having reopening. And the results are mixed. Distancing for patrons can be challenging. The Enfield Public library is cramped which makes social distancing difficult for patrons and staff. We continue to try to help patrons in any way we safely can. After a discussion regarding the next phase of reopening it was the consensus of the Board to continue to provide porch services and see how COVID plays out over the fall. The following events, all happening on September 8<sup>th</sup>, could have an impact on our reopening timeline: The primary election, the first day of school and Dartmouth Students returning to campus. We also discussed how the new library software will enhance the patron's ability to identify and reserve books and other types of media. The Board agreed that we would revisit re-opening during the September meeting.

2. Budget – Remainder of 2020 (Library Software Upgrade) and 2021 Preliminary Discussion;

- Melissa will be moving forward with our library software upgrade. This has been discussed for over a year. The cost will be covered out of unspent dollars in our programming and project lines. This upgrade is necessary as the current system is taxed and no longer supported. It will give patrons the ability to place holds on items and renew their own items through the catalog (services that are currently not available). It will also send automatic notices when their items are ready for pick-up and for overdue items. With so many people now home we have seen an increase in the number of patrons searching the catalog before they call us to make a request. The new system will provide a greatly improved user interface and will streamline many operational tasks for both patrons and staff. The implementation will be complete by the end of 2020.
- We discussed continuing to pay part time staff at budgeted vs. worked hours. The Library has paid the part time staff as budgeted since we closed the Library on March 16<sup>th</sup>. It was agreed that this was not an open-ended commitment. After further discussion it was determined that we needed to return to paying for hours worked. If there wasn't sufficient work in the library, the Librarian is authorized to allow the staff to volunteer in other Town Departments or Enfield based non-profits (Mascoma Food Bank was mentioned).
  - Dominic Moved, Francine Seconded: "Effective the 2<sup>nd</sup> payroll in September 2020 the Library will return to paying part time staff for hours worked. Volunteering in other town departments and/or Enfield based non-profits are also an alternative that we would pay for within budgeted hours at the discretion of Librarian Melissa Hutson." Roll Call Vote:
    - Dominic – Aye

- Shirley – Aye
  - Francine – Aye
  - We touched briefly on the 2021 budget. Melissa is working on it based on guidance given by the Town Manager. Shirley and Dominic, also Budget Committee members, indicated that Ryan may come to all department heads asking for a couple of budgeting scenarios. We will revisit the '21 budget in September.
2. Little Free Libraries: Two libraries have been installed (Huse Park and Mascoma Lakeside Park). The Trustees are grateful to Tallis Diehn who built these two libraries. A 3<sup>rd</sup> library will be purchased and installed in front of Whitney Hall. Shirley reported that the Evelyn Crate Fund had funded this at a cost just under \$200. Plaques are being order now. Melissa will push out an announcement with some pictures through social media and Enfield's list serve once the plaques are in place.
3. Library Facilities – Final MFAC Recommendations and the Trustees position;
- The Trustees and Librarian discussed the Municipal Facilities Advisory Committees (MFAC) recommendation that instead of building the stand alone library that Whitney Hall be completely renovated and added to for the Library and Town Offices. The Trustees have been pleased with the process and the effort MFAC took to understand our needs. We recognize that it will be very difficult to raise the money needed to fund the stand alone building. The cost of which has only increased since the \$3.25Mn estimate that is now several years old. It was agreed that a thoughtful and careful communication plan needs to be developed. The first step of which is a letter to our donors and patrons. Dominic and Mark will draft up a letter for all of us to review and improve. Donors will be asked to consider redirecting their gifts to this new project once Town Meeting support is secured. Those that are not comfortable doing that will have their gift(s) returned.
  - Shirley Moved, Francine Seconded: "The Trustees and Librarian have participated in the Town of Enfield's Municipal Facilities Project from its inception. We are pleased with the thoroughness and extensive work and careful planning that this group has put into understanding the Library's needs. The Municipal Facilities Advisory Committee will be recommending to the Board of Selectmen that instead of the currently approved stand-alone Library, the Town renovate and expand Whitney Hall keeping the library in fully updated space on the 2<sup>nd</sup> floor. The Library Trustees endorse this decision and will work with our donors and the Town to realize this new and improved library space. It is the Trustee's opinion that the new design meets and, in some cases, exceeds the goals of the original building for both today and well into the future. At this time with the uncertainty still in the economy, the Trustees will not take a position as to when this project should be brought forth for Town Meeting approval. It is our stated goal to work with the appropriate Committees and Town leaders to realize this project as quickly as financially feasible. The Trustees expect to take another vote on the timing of this project in the fall of 2020." Roll call vote:
    - Dominic – Aye
    - Shirley – Aye
    - Francine – Aye
4. Next meeting & returning to regular meeting schedule.

- It was agreed that we needed to resume our monthly meetings via zoom. Likely Friday afternoons. Dominic and Melissa to work on a schedule. We are also going to set up a library fundraising meeting.

Respectfully Submitted,

Dominic C. Albanese  
Chair, Enfield Public Library Trustees