

**TOWN OF ENFIELD
BOARD OF LIBRARY TRUSTEES
MEETING MINUTES MARCH 31, 2021**

TIME: 6:15pm
LOCATION: via Zoom teleconference

PRESENT

Library Trustees: Dominic Albanese, Shirley Green, Francine Lozeau

OTHERS: Melissa Hutson (Town Librarian), Mark Johnson (public)

CALL TO ORDER

Dominic opened the meeting at 6:15 PM reading the standard COVID-19 Statement. Each attendee confirmed that they were alone.

Librarian's Report – Melissa shared her report and walked us through it. Activity continues to be high as outlined in the various statistics supplied. We briefly discussed:

- KOHA: Melissa commented that the new KOHA system continues to receive positive feedback from our patrons and she continues to make tweaks and adjustments. Francine asked if KOHA was managing Holds – Melissa said it was however, they were emailing patrons directly as when done from the KOHA system emails can occasionally go into a patron's spam folder.
- Book Fines: We continue to wave all fines. Dominic asked when we might return to imposing fines which led to a discussion about fines generally. Many libraries are doing away with them as they are seen as punitive and administratively burdensome to manage for the dollars involved. It was agreed that Melissa will give some thought to fines more generally and bring them to our next meeting for discussion.
- Shirley thanked Melissa for leaving library mail off in her mailbox for the last year. This has been very convenient and safe during these covid times and Shirley greatly appreciated it.

Treasurer's Report – Shirley walked us through her report. Highlights included:

- Building CD at Mascoma Savings Bank has a balance of \$340,010.65
- Building Savings Account at Mascoma Savings has a balance of \$55,875.88
- The general Trustee Funds have a balance of \$96,666.25 (of which \$6,868.86 is reserved to the Evelyn J Crate Library Fund)

Shirley remarked that we are now on a month-to-month renewal of the CD as interest rates have dropped so .15% (Up to .20% in April of '21). Mascoma Bank is aware and looking for better opportunities for us but currently they do not exist. The Trustees discussed moving some funds out of the Building Account Savings to the Building CD account and it agreed that was a good idea. Francine moved, 2nd by Dominic to ask Shirley to move \$50,000 from the Building Savings Account to the Building CD both currently held at Mascoma Savings Bank. Roll Call Vote:

- Dominic: Yes
- Francine: Yes
- Shirley: Yes

Shirley further explained that when/if the time comes that we want to lock the CD into a longer time frame that we would first discuss moving some funds back to the Saving account from the CD so we have some gift money on hand in case of need.

Fundraising Report – General discussion about recent gifts and potential strategies going forward. It was agreed that there was a lot of business still to do tonight and we would convene again in the next couple of weeks to focus exclusively on Library Fundraising.

Evelyn J. Crate Library Fund – Purchasing Books for Meals on Wheels Patrons: Dolores Struckhoff asked the Trustees if they would support purchasing books to be included with Meals-on-Wheels deliveries to seniors. Dolores will purchase the books and arrange for their delivery with the staff at the Canaan Senior Center. There was agreement that was something we wanted to support. Dominic moved that we fund this request to purchase books for delivery with Meals on Wheels through the Evelyn J. Crate Library Fund with a preference for patrons who live in Enfield, but a restriction that the recipients had to be within the 5 towns that make up the Mascoma School District. 2nd by Francine. Roll Call Vote:

- Dominic: Yes
- Francine: Yes
- Shirley: Yes

Evelyn J. Crate Library Fund – Purchasing a 3rd Little Free Library: Dolores Struckhoff asked if she could move forward with our pre-covid plan of putting a 3rd Little Free Library in front of Whitney Hall. It was agreed that this was discussed previously and was part of the original plan. Melissa will check in with the acting Town Manager to let him know we'll be moving forward and we will seek help from DPW installing the Library. Dolores has one picked out and will order it for us. Shirley moved to use monies from the Evelyn J. Crate Library Fund to purchase a 3rd Little Free Library, 2nd by Francine. Roll Call Vote:

- Dominic: Yes
- Francine: Yes
- Shirley: Yes

Eventual Expansion of Library Services: Melissa discussed her thinking about safely expanding the services offered by the Library. She shared that Libraries across the state are handling this differently and that there are no common re-opening guidelines provided by the state outside of the general public COVID guidelines. In our area, there are libraries fully reopening, partially reopening by appointment only, with some continuing not to reopen at all. We discussed a few general principles:

- Ventilation and air flow is important – Opening to the public would wait until we can open the windows and use fans to move air around our library space.
- We would like start with some kind of appointment/timed system as opposed to starting out fully opened.
- Opportunity for the staff to be vaccinated – We want all staff to have the opportunity to be vaccinated before we open to the public.
- We will need to find space to quarantine returning books. Cleanout of storage space has occurred during our time closed, but space to lay out books may need to be found on the 3rd floor. Melissa is investigating with the Town.
- We talked very generally about a possible June opening by appointment and will use that as a working goal – however, with the changing nature of COVID, we will review this topic at each

upcoming meeting and when we are sure of any change in service level the Trustees will take an official vote.

Fundraising/Marketing of Renovated/Expanded Library between now and March of 2022: This topic was postponed until the upcoming fundraising meeting.

Discuss Call with Rep Kuster's Office re: potential federal funding for capital projects: The discussion centered around the 03/26/2021 email from Acting Town Manager Jack Wozmack to Dominic's request for him (Jack) to join in on a call that has been requested by Rep. Kuster's Office (in response to our signing the renovated/expanded Library up on a list in her Kuster's for potential future federal COVID related Stimulus funding). Shirley reported back on a recent Heritage Committee Meeting where the project was also discussed. Concern was expressed by all Trustees at some of the recent statements about the project, it's timeline, and costs as they do not in all cases align with our understanding. Past that, it seems to be difficult to get this call scheduled. The Trustees agreed that Dominic would write Jack back in response to his email specifically addressing:

- Confusing statements in his email about where we stand in terms of moving this project forward towards a vote in March of 2022 and status of recent votes by the Board of Selectmen;
- Ask for clarification about his suggestion that the Heritage Commission and Board of Selectman next meet to discuss the project;
- Clarify what we believe is solidified in the current plan vs. what will need further definition when the project's final design and construction documents are created;
- The role of the Town Manager in attracting federal stimulus monies for this project;
- Will again ask for a call from Jack to discuss how to proceed and ask if it is not time for the Board of Selectmen and Library Trustees to meet again.

Dominic agreed to get the email out to the entire group who received Jack's response, adding Phil Shipman, Chairman of the (now defunct) Municipal Facilities Committee this week.

Establish Regular Meetings: It was agreed that we needed to return to a regular monthly meeting via zoom and that Dominic can work with the Town to identify a minute taker. It was agreed we would return to our 2nd Monday of the month meeting time. 5:00pm via Zoom. Melissa will work with Alisa on posting and other technical issues.

With no more business Francine moved that we close the meeting at 8:00PM 2nd by Shirley. Roll call vote:

- Dominic: Yes
- Francine: Yes
- Shirley: Yes