

**Enfield Public Library  
Board of Trustees  
January 7, 2019  
Minutes**

Type of Meeting: Regular

Place: Whitney Hall

Present: Dominic Albanese (Trustee chair), Shirley Green (Trustee), Jen Seiler-Clough (Trustee), Susan Southworth (Trustee alternate), Andi Diehn (Trustee alternate), Melissa Hutson (Librarian), Patti Hardenberg (Assistant Librarian), Mark Johnson (public), Francine Lozeau (public)

Call to Order: Dom called to order 6:05pm

Dom moved to accept the December 2018 minutes, Shirley seconded, motion to accept minutes, voted and passed.

Correspondence: None

Public Comment: None

Reports:

Librarian's Report – attached, Melissa expressed interest in reviewing KOHA for data transfer and upkeep

Financial Report – reviewed in detail, later in meeting

Fundraising Report – \$7,000 in new gifts.

The trustees voted on a pledge. Dominic moved to accept a pledge of \$5,000 from Shauna and Jeffrey Appel in memory of Ann Dalton Murray to be paid over a 5-year period, completed by 2022. Shirley seconded the motion. All voted and motion passed.

New Business:

Patti shared information via email on new bookcases for the children's section. They seem a better choice for children to actually see the book covers vs. just the spine.

Melissa and Patti noted some chairs need to be replaced or reupholstered.

It was noted there is need for tele-workspaces.

Old Business:

Continued discussion on computer support issues.

Dom suggested that in June or July, Melissa should look at the budget for end of year spending. Look to town for funding and make a list to ask town for equipment needs or inventory. Some of the library's needs can be met through the town.

Town Facilities Study update – Jay is working on a report, due in the next month. In a building review it was noted that Whitney Hall is structurally solid; "good bones."

Senior Services update – The new book tote is done. Partnering with the Grafton Senior Services, there are approximately 30 folks in Enfield who might use the Senior program. Meals on Wheels is happy to help distribute books and library materials.

Newsletter – Andi has finished most of the next issue. Dolores to work on an article. Add statistics and "Have You Read" section. Hoping to get out by Feb. 1<sup>st</sup>.

Financial Review – Shirley led us through the Library trust finds, bank accounts and CDs in detail. Shirley explained how various accounts are funded (fines vs budget) and managed. All accounts are in order.

A motion was made by Dom to spend up to \$1,300 from the fines account on bookcases. Shirley seconds, all vote, the motion passes.

The trustees encouraged Melissa and Patti to move forward on chair improvements and software updates.

Next Library Fundraising meeting February 11<sup>th</sup>.

Jen motioned to adjourn the meeting, Shirley seconded. The meeting ended at 7:38pm.

Respectfully submitted, Jennifer Seiler-Clough, Secretary