

**Minutes**  
**Enfield Public Library Board of Trustees**  
**June 10, 2019**  
**6:00pm, Whitney Hall Meeting Room, Whitney Hall**

- Dominic Albanese called the meeting to order at 6:02 pm.
- Attendees: Melissa Hutson, Andi Diehn, Francine Lozeau, Dominic Albanese, Patti Hardenberg, Shirley Green, Mark Johnson
  - Minutes Review and Adoption (5 Minutes)
    - Minutes of April 8, 2019 meeting
    - Dominic moved to accept the minutes of April 8, Shirley seconded, the vote was unanimous in favor of the motion (2-0) with Francine abstaining.
  - Correspondence (5 minutes) tabled to wait for Shirley's arrival.
  - Public Comment (5 minutes) no public comment.
- Reports
  - Librarian (5 minutes)
    - Melissa described issues with Upper Valley Cleaning – RFP being put out for a new partner this week. Ryan is aware through the department head meeting. Melissa to report back after this week.
    - Issue with supervised visits occurring at the library. Need to monitor the progress of this.
    - Job shadow experience was very positive.
  - Financial (5 minutes)
    - Library Trustees took in \$3600 in May on the building fund.
    - Re: CDs Dominic stated that there are 2 questions that Dominic would like to get feedback on. Shirley Francine John and Dom will meet with Mascoma Bank once the Library Trustees have a common understanding.
    - Question 1: The goal at this time is to maximize return and simplify accts. Is streamlining and simplifying what everyone wants? The only drawback is that FDIC insurance is less than the amount of money we would have with them. Merging accounts works as long as they are clearly separated on paper e.g. fines, building fund, etc. Shirley does have a detailed system for tracking accounting. Is everyone ok with the risk inherent in being underinsured for a year? All present agreed it was reasonable and would like to move everything to Mascoma Bank.
    - Question 2: Should gift money be kept separate? There was no strong feeling either way at this time. Will be determined at meeting with Mascoma Bank.
  - Fundraising (5 minutes)
- New Business

- Discussion: Mascoma Bank's proposal for managing Enfield Public Library Trustee Funds (Shirley/John Carr/Dom 20 minutes). Decided as above.
- Discussion: Town facilities committee meeting update (Shirley/all 15 minutes)
  - Toured Union Street, Depot Street, Shedd Street properties. Shirley described her experience with the committee. She stated the minutes from these meetings were posted online and quite thorough.
- Discussion: Possible summer update letter to Library donors (Dom/all 5 minutes)
  - Dominic and Mark to draft letter to donors updated on progress throughout summer; possibly distribute by September (late summer/early fall).
- Old Business
  - Update - Town facilities committee meetings update (Shirley 15 minutes)
    - Shirley was appointed to the facilities committee, Dom was appointed alternate which he declined, nights that the library will be discussed please let Francine and Dom know so they may attend. The joint LT/BoS meeting is on hold while the facilities committee does their work.
  - Update – 2019 Librarian & Library Staff Review Process (Melissa/Dom 5 Minutes)
    - Almost complete; the reviews are the responsibility of the Librarian but will be reviewed with Library Trustees.
  - Update – Replacement reading chair purchases (Melissa/Patty 5 minutes)
    - Sales person Todd Fitch stopped by and discussed chairs with Melissa, followed up by sending a sales packet, quite useful. Next month Melissa will bring quote and suggestions.
  - Update - Senior services update (Shirley/Melissa item 5 minutes)
  - Update – Computer vendor issues (Melissa 5 minutes)
  - Update – Computer & electronic equipment inventory (Melissa 5 minutes)
  - Update – Software update proposal in process. Melissa looking into grants for data upgrade.
  - Melissa to do: Order Ice Cream Social tent and at least 5 tables, with a few chairs, and two trash cans.
  - Determine date of next library fundraising meeting (Mark 5 minutes)
- Announcements
  - None
- Next Meeting
  - Monday, July 8, 2019; 6:00pm, Selectman's Conference Room, Whitney Hall
    - *Please note: Send agenda items to Dominic before 7/3/2019*
- Adjournment. Dominic adjourned at 7:09.

Respectfully submitted by Alice Kennedy.