

Minutes
Enfield Public Library Board of Trustees
July 8, 2019
6:00pm, Whitney Hall Meeting Room, Whitney Hall

- Attendance: Dominic Albanese (trustee); Shirley Green (trustee); Francine Lozeau (trustee) joined @6:29pm; Melissa Hutson (library staff); Patti Hardenberg (library staff); Penny Koburger (public) Mark Johnson (public); Andi Diehn; Susan Southworth had previously written indicating she likely couldn't make the meeting.
- Call to Order
 - Mr. Albanese opened the meeting at 6:01
 - Minutes Review and Adoption (5 Minutes)
 - Minutes of June 10, 2019 Meeting
 - Minutes were just received. It was agreed to table the minutes until the next meeting.
 - Minutes of June 24, 2019 Meeting
 - Mr. Albanese moved, 2nd by Ms. Greene to accept minutes. General discussion regarding clarity of the minutes and accompanying spreadsheet. Consensus was that they were clear. All voted in favor of accepting as written.
- Correspondence (5 minutes)
 - None
- Public Comment (5 minutes)
 - Penny Koburger indicated she was there to observe the meeting. She was welcomed by the Trustees and the Librarian.
- Reports
 - Librarian (5 minutes)
 - Patti Hardenberg has announced her desire to retire by the end of the year. The Trustees spoke of gratitude for her good work – especially with the children's programming. Patti indicated she thoroughly enjoyed her time at the Library; however, she was also looking forward to some time off. Patti indicated that her end date was somewhat flexible and that she might be interested in being a sub after she retires;
 - Philip Wiebkin has resigned as a sub library clerk. He has accepted a part time position in the Lebanon Public Library.
 - Ms. Hutson outlined her search plan to replace Asst. Librarian Hardenberg. Mr. Albanese indicated that in his experience when someone leaves the staffing model can be reviewed. This is true in a small staff mixed between full and part timers. And with the expected work that will come as a result of the Facilities study underway by the town (that will likely result in a recommendation for new or renovated library space). He asked that we all give this some thought.
 - Ms. Hutson reported that there had been some improvement in the cleaning situation. Doors were locked now, however cleaning was still inconsistent. She indicated there was a RFP out for cleaning services for the Town, she wasn't sure where that stood.
 - Summer reading program has been popular – 40 kids signed up.
 - Financial (5 minutes)

- Ms. Green distributed the treasurers report. There were no questions.
 - It was agreed that going forward the Librarian would provide Ms. Green with the deposit on the Monday before our Trustee meeting so she had time to process it for that months' Treasurers Report.
- Fundraising (5 minutes)
 - See Below
- New Business
 - Discussion: Possible summer update letter to Library donors (all 5 minutes)
 - There was brief discussion regarding the timing of a letter to the donors and whether there was a need for a letter if we were going to do a newsletter. It was agreed that these pieces should be kept separate;
 - Mr. Albanese and Mr. Johnson will get together and talk about timing and content of donor letter;
 - Discussion: Possible Fall Newsletter (all 5 minutes)
 - Mrs. Diehn is willing to do the newsletter again. She asked that people bring ideas to the next meeting.
 - Discussion: 2019-20 Library Budget Process (All 5 minutes)
 - Mr. Albanese asked that at the next meeting we get the first pass at the budget. In particular things that are non-standard in nature – capital purchases.
 - Emphasis was placed on having budget related on the table as the budget is developed. Once we understand all the requests we can consider what should go in the budget vs. what should be paid for from Trustee Funds. It is unlikely that the Trustees will consider any non-emergency budget needs in 2020 that are not part of the budget submitted this fall;
 - There was discussion about some long-time capital items. Library Management software upgrade and new reading chairs for example. Ms. Hutson said these would be part of budget she presents to the Trustee;
- Old Business
- Update – Completion of Trustees Fund Consolidation Project (Shirley 5 minutes)
 - This project is complete and can be removed from upcoming agendas;
- Update - Town facilities committee meetings update (Shirley 15 minutes)
 - Mrs. Green reported that the Facilities Committee had completed the in-town site visits and they were now looking at facilities in neighboring Towns.
 - The Facilities Committee has asked for a list of libraries they should visit. It was agreed we should at a variety: single story, new construction, renovated buildings and combinations of both if possible;
 - We discussed visiting Sunapee and Norwich, perhaps Meredith. Mr. Albanese asked that recommendations be gotten to Mrs. Green by this Friday and she will communicate them to the Committee;
 - Mrs. Green continues to be pleased with the process and the support for improved library facilities remains strong with members of the Committee;
 - Mrs. Green will ask the Facilities Committee if they would like to see the plans of the original Whitney Hall Expansion and if they would like to talk with the Architect who designed the current stand-alone building;
- Update – 2019 Librarian & Library Staff Review Process (Melissa/Dom 5 Minutes)
 - Mr. Albanese to send reminders out to Green, Aylesworth, Southworth, Diehn asking if they want to submit a review of the Librarian;

- Mr. Albanese and Ms. Hutson will set a date for reviews;
- Update – Replacement reading chair purchases (Melissa/Patty 5 minutes)
 - Will be presented in August with the 2020 budget;
- Update - Senior services update (Shirley/Melissa item 5 minutes)
 - Ms. Hutson reported on the first request and delivery;
 - Ms. Hutson and Mr. Albanese are working on a draft policy statement around the program that will be presented in the next meeting or before for consideration;
- Update – Computer vendor issues (Melissa 5 minutes);
 - Little new to report;
 - There was discussion about when to purchase the computers in this years budget. Ms. Hutson to check in with Town Manager Aylesworth regarding the status of the Computing Technology RFP and the timing of purchasing computers in this years budget and report back;
- Update – Computer & electronic equipment inventory (Melissa 5 minutes)
- Determine date of next library fundraising meeting (Mark 5 minutes)
 - No meeting was scheduled. On hold as work of Facilities Committee is underway;
- Announcements
 - None
- Other
 - There was discussion about set up for the upcoming Ice Cream Social. Ms. Hutson has the tent at her house. The highway department is not available to set it up this year. It was agreed that there would be email follow-up regarding when help in getting it set up;
 - Mr. Albanese mentioned that the terms of Alternate Trustee Andi Diehn and Susan Southworth expired in April or May. He will add an agenda item about Alternate Trustees for the August meeting.
- Adjournment

With no other business before us, Mrs. Lozeau moved, 2nd by Mrs. Green to adjourn at 7:10pm. All in favor.

- Next Meeting
 - Monday, August 12, 2019; 6:00pm, Selectman’s Conference Room, Whitney Hall
 - *Please note: Send agenda items to Dominic before 8/7/2019*