

**Minutes**  
**Enfield Public Library Board of Trustees**  
**August 19, 2019**  
**5:30PM Enfield Police Department Conference Room**

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- Call to Order 5:30 pm
- Present: Francine Lozeau, Dominic Albanese, Shirley Green, Melissa Hutson, Susan Southworth, Andi Diehn, Mark Johnson (left at 7:41)
  - Minutes Review and Adoption (5 Minutes)
    - Minutes of June 10, 2019 Meeting Dominic Albanese moved to open the meeting to discussion, Francine seconded.
      - Old business change 'John Fitch' to "Todd Fitch"
      - Under fundraising, discussion about CDs should be under financial report
      - Change heading to 'minutes', not agenda
      - Under new business change Mike to Mark (Johnson)
      - Add Mark's last name (Johnson)
      - Dominic moved to accept the minutes as corrected, Shirley Green seconded, the vote was unanimous in favor of the motion (3-0).
    - Minutes of July 8, 2019 Meeting Francine moved to open the meeting to discussion, Shirley seconded.
      - Double check pagination.
      - Dominic voted to accept the minutes as corrected, Shirley Green seconded, the vote was unanimous in favor of the motion (3-0).
- Correspondence (5 minutes)
- Public Comment (5 minutes)
- Reports
  - Librarian (5 minutes)
    - Well attended summer programs
    - Almost all of kids who signed up for the summer program completed
    - Ice cream social served 277 people
    - 37 movies watched in the past month through Kanopy, only costs approx. \$65/month
      - Brainstorming ways to get this word out: Facebook, Enfield listserv, the fall newsletter, perhaps advertising bookmarks.
  - Financial/Treasurer report (5 minutes)
    - Shirley to send email to Sadie to find if we are underinsured or insured and will report back next month.
    - CD will have to be renegotiated in 12 months.
  - Fundraising (5 minutes)
- New Business
  - Discussion: Evelyn J. Crate Program
    - Delivery at home/Evelyn J. Crate Program Policy and Procedures
      - Enclosure: "Evelyn J. Crate Program Policy.pdf"

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- Discussion of naming convention: is it home delivery only or more than that? Needs to be determined.
- The group agrees with background checks.
- Primex recommendation is 2 persons delivering, ideally it should be, however should we mandate that?
- How long should the logs be maintained? To be determined, not forever.
- You can refuse delivery at the librarian's discretion.
- Under 'Who is eligible?': Since we have reciprocal library card agreements with Orange, Grafton, Dorchester and Canaan, do we have to deliver there as well? Anyone who is homebound and has a library card is eligible. We could limit it to Enfield to start out. Meals on Wheels started as Enfield only and expanded, we could follow the same. No one else in this school district has a home delivery service. Melissa to look at Hanover's policy for guidance, could be helpful.
- Destroyed items are paid for by patrons. As those taking advantage of this service may be elderly, it may be ok to ask if the Crate fund can cover this?
- Will go over with Dolores Struckhoff.
- Setting date for this meeting: at a minimum Dominic, Shirley, Melissa, Francine. With others notified of time/date of public meeting. Dominic to reach out to Dolores and propose any time between 1:45-3:30 pm on August 28<sup>th</sup>.
- Potential gift from the Frank M. Barnard Foundation
  - Trustees learned that the gift had arrived on 8/12/19. Shirley expressed concern that we were just learning about this gift's arrival. Melissa explained that it had been busy in the library and the check may have been stuck in with other mail.
  - Dominic made a motion to put \$1000 from Frank M. Barnard Foundation in Evelyn Crate fund, Shirley Green seconded, the vote was unanimous in favor of the motion (3-0).
- Discussion: 2020 Preliminary Budget (Melissa 10 minutes)
  - Enclosures: "2020 Budget draft.xlsx", "Koha proposal 2019.pdf", "Proposal\_Koha Enfield Public Library.pdf"
    - Melissa to check in with Ryan to discuss timing of current year hardware/computer replacement.
    - Melissa to double check numbers in book budget for 2018 as they seem too low compared to what she believes was spent.
    - Melissa to update Koha projected cost to include all possible expenses.
    - Melissa to look into cost of DVD cleaning machine and see if it is still on sale.
    - Francine Lozeau move to authorize Melissa to use special projects money to purchase DVD cleaning machine up to \$1500, Shirley Green second, the vote was unanimous in favor of the motion (3-0).
    - Revision of budget needs to be put together by the 28<sup>th</sup> of August.
- Discussion: S. Southworth's email, RE: Right to Know Law/Alternate Trustees (Susan 10 Min)
  - Enclosures: Southworth\_Susan and Albanese\_Dominic Email-Right to Know and Alternate Trustees"
    - The Library Trustees will not have alternates but will revisit in April/May.
    - Andi and Susan will remain on email list.

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- Discussion: Board of Selectman Meeting Minutes – Possibly available as DVD's in the Library (Dominic 2 Minutes)
  - Request of DVDs of BoS meetings from Meredith Smith.
  - Melissa to reach out to Jim Bonner to discuss having BoS DVDs available.
- Discussion: EPL staffing model review process (Dominic 5 Minutes)
  - Dominic asked the group to please think about whether the current staffing model (3 part time and 2 full time staff) of the library makes sense given Patty's impending retirement and the workload associated with a new facilities project.
- Old Business
  - Update: Possible summer update letter to Library donors (all 5 minutes) tabled.
  - Update: Town facilities committee meetings update (Shirley 15 minutes)
    - General Update on recent meetings (Shirley – 10 Minutes)
      - Site visits are complete and were very beneficial.
      - Brainstorming process has been very thorough and encouraging.
      - No decisions have been made yet.
      - No consensus was reached on library, but the whole facilities committee enthusiastically wanted the library to be involved in the plan.
      - Plan has to be complete by December.
    - Discussion: Inventory of new building features & environment process (Dominic 5 Minutes)
      - Enclosures: "Inventory of Library Space-Narrative.pdf", "DRAFT EPL Space Inventory Form.pdf"
      - Dominic to set up meetings, bare minimum Francine, Shirley, Melissa, Dom, with others notified of meeting times/places – including asking Dolores Struckoff to join us to talk about her thinking about Senior Programming and the Evelyn J. Crate Program.
      - Dom encouraged the group to think imaginatively with regard to community space (including private entrance for community room is important!).
  - Update: Fall 2019 Newsletter (Andi/all 5 minutes)
    - Ideas include Canopy, disc cleaner, DVDs of Selectboard meetings
    - Please send ideas to Andi by Monday October 14.
  - Update: 2019 Librarian & Library Staff Review Process (Melissa/Dom 5 Minutes)
    - Please send feedback to Dom
  - Update: Replacement reading chair purchases (Melissa/Patty 5 minutes)
    - Melissa bringing quotes to next meeting: approximately \$2600 for 2 chairs with tablet arm.
    - Melissa to reach out to chair salesman and ask for a reference, follow up. If satisfied, she can buy both chairs with the
    - Dominic made a motion to authorize Melissa to purchase two chairs up to \$3300 with or without tablet arms after doing research/reference check within the next month, Shirley seconded, the vote was unanimous in favor of the motion (3-0).
  - Update: Senior services update (Shirley/Melissa item 5 minutes)
  - Update: KOHA Library Software Proposal (Melissa 5 minutes)
  - Update: Computer vendor issues/Status of Town Computing RFP (Melissa 5 minutes)

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- Update: Computer & electronic equipment inventory (Melissa 5 minutes)
  - Still in process.
- Update: Status of cleaning RFP (Melissa 5 minutes)
  - Continuing with current company as their bid was significantly lower, with more strict contract.
- Determine date of next library fundraising meeting (Mark 5 minutes)
  - Dominic to follow up with Mark Saturday.
- Announcements
- Next Meeting
  - Monday, September 9, 2019; 6:00pm, Selectman's Conference Room, Whitney Hall
    - *Note: Dominic will be in Maine 9/7 through 9/21. Should the September meeting be postponed? If not please be sure he is excused;*
    - *Please note: Send agenda items to Dominic before 9/4/2019*
    - *September Library Trustee meeting rescheduled to 9/23 at 5 pm DPW.*
    - *Space inventory: Dom needs 2 meetings: Monday August 26<sup>th</sup> 2-3:30 pm in the library, Thursday August 29<sup>th</sup>, 2-3:30 pm in the library. Will reassess need for more after the second meeting.*
- Adjournment

With no other business before us, Francine Lozeau moved to adjourn, this was seconded by Shirley Green to adjourn at 8:05pm, the vote was unanimous in favor of the motion, (3-0).