

Enfield Library Trustees

Special Meeting Minutes

August 16, 2021, 2:11 PM

Present: Dominic Albanese, Shirley Green, Francine Lozeau, Melissa Hutson, Librarian
(until 3:05 pm) Kate Minshall, Asst. Librarian (joining at 3:10pm)

Next meeting: TBA

1. Announcements

none

2. Reports

None

3. Agenda Discussion

New Hires

The purpose of this special meeting was to discuss the candidates who interviewed for the part-time library clerk position. All three applicants appeared to be very qualified and it was felt that they would work well in our library. A motion was made by Dominic and seconded by Shirley.

The trustees will hire the following three candidates Whitney Banker, Shara Buffington, Laura Pennacchi as part-time library clerks, after successful reference checks. Their hours will be flexible and the starting pay will be up to \$13.00 per hour.

Transition

The trustees will prepare an official announcement to inform the public that Melissa has accepted a new position and will be leaving the Enfield Public Library on September 3, 2021. Melissa will coordinate with Dominic to help with writing the announcement.

Melissa will work on a staffing schedule that will help to train the new hires. She will also meet with another candidate who is interested in working at the library and may be considered in the future.

A search committee for a new Librarian will be formed to include trustees, at least one patron, one librarian and a town official. The make up of this committee will be discussed at another time. There will also be an interview committee with an opportunity for more interested parties to participate.

- **Adjournment**

The meeting was adjourned at 3:45 PM.

Submitted by Francine Lozeau