

Enfield Library Trustees

Special Meeting Minutes

September 3, 2021

Present: Dominic Albanese, Shirley Green, Francine Lozeau, Melissa Hutson, Librarian,
Kate Minshall, assistant librarian

Next meeting: TBD

The meeting was called to order at 11:00AM

1. Announcements

none

2. Reports

None

3. Agenda Discussion

Library Transitions

The purpose of this special meeting was to continue the discussion of Melissa's departure and Kate's interim help running the library. Kate will have an interim title, possibly Interim Library Services Manager and will receive some additional compensation. The trustees will support her as needed. Discussion will continue.

Dom has met with Jack, interim Town Manager, and will continue to work with him to formulate the plan for a steering committee and an interview committee for the new Librarian selection. Sean Fleming, Lebanon Public Libraries Director, will advise the trustees and help with the job description, position title, salary and advertisement details. Townspeople will be invited to apply to sit on a committee.

Kate has the necessary library passwords. Melissa will be paid to assist with some additional training during the week of September 6th.

Melissa updated the trustees on an interview she had with a potential library clerk. She felt he would be a good fit for the library and his name will be kept on file.

Kate asked the trustees to consider her current title as assistant librarian. Given that she holds an MLS it seems fitting that she be called "Librarian". Jack will be consulted but the trustees felt it would be a good idea.

Kate has ordered nametags for all library staff. There are three new part-time clerks and it will be good for patrons to see their names as they become familiar with them. Kate will be training the new clerks starting immediately.

Kate will work all day on Saturday, instead of Friday, until new clerks are ready to begin working on their own.

A local boy scout is looking to earn some hours toward a merit badge by collaborating with the library. Kate had an idea for him to pursue and will follow up with him in October.

Library hours will remain the same for the time being. It is hoped that a survey of patrons and their needs can be conducted later in the Fall.

Notary Services

Dominic made the following motion, which was seconded by Shirley:

The trustees will pay for half of the fee for library clerk Jerusha Howard's application to become a notary public for the town of Enfield.

The motion passed with all in favor.

- **Adjournment**

The meeting was adjourned at 2PM.

Submitted by Francine Lozeau