

# Enfield Library Trustees

## Meeting Minutes

**October 4, 2021**

Present: Dominic Albanese, Shirley Green, Francine Lozeau, Kate Minshall, Librarian,  
Jack W., Interim Town Manager  
Public: Mark Johnson, Gus Southworth, Andi Diehn, Mike Diehn

Next meeting: November 15, 2021 at 3:30PM ,Whitney Hall Conference Room

### **1. Announcements**

Dom noted that the order of the agenda would be altered to accommodate the visitors. The search committee for a new Librarian would be discussed first.

### **2. Reports**

Secretary's minutes were accepted as follows:

July 12, motion by Dominic to accept with a second by Shirley, motion passed

July 16, motion by Shirley to accept with a second by Dominic, motion passed

July 23, motion by Dominic to accept with a second by Shirley, motion passed

August 16, motion by Shirley to accept with a second by Dominic, motion passed

August 21 motion by Shirley to accept with a second by Dominic, motion passed

September 3 motion by Dominic to accept with a second by Shirley, motion passed

Librarian's Report-

Kate reported the following statistics:

- 16 new adults and 14 new children's patrons accounts were set up.
- 128 patrons requested porch pick-up
- 381 patrons visited the library in person
- 2,522 people viewed the Story Time YouTube channel with a total of 37,067 views to date!
- 5 people attended the book group
- 8 Shaker Museum craft kits have been distributed

- 28 patrons used Hoopla

Kate reported that two new clerks have been trained and cross-trained to complete many different library tasks. The third new clerk will be starting this week. Kate suggested that we switch the Wednesday appointment hours to general open hours.

Dominic made the following motion:

*Motion*-The library will be open for the public on Wednesdays. Any individual or family who would like a private appointment time should contact the library to set that up.

The motion was seconded by Shirley and passed.

Kate is working 6 days a week to complete all tasks. She feels confident that in a month she will be able to go back to five days. The trustees commend Kate for accomplishing so much in the past month, including cataloging! We are so grateful for her willingness to guide the library, train new staff, take care of administrative tasks and welcome patrons.

The trustees would like to show their appreciation to the staff. Dominic will discuss options with Kate. Suggestions included breakfast treats for a meeting or a staff luncheon. No trustee funds or taxpayer money will be used for this treat.

#### Treasurer's Report-

Shirley reported that all accounts are in order. A \$1000 gift was recently received for the new library.

Mascoma-Insured Cash Sweep-\$97,069.43

Evelyn Crate Fund-\$6,568.86

Mascoma Checking-\$100

Building Fund Savings-\$8,077.76

Building Fund CD-\$390,313.19

### **3. Agenda Discussion**

#### **New Librarian Search-**

Dominic reported on his phone conversation with Sean Fleming, Lebanon Public Libraries Director. Sean will provide valuable input into the process of finding a new librarian.

Dominic thought it would be good to have all applications sent to him and he would forward them to others. Dom has ideas for two committees. The steering committee (brief description) would include the library trustees, interim manager, and LPL Director. The purpose of this committee will be to organize the search, accept applications and determine which candidates have the necessary skills to continue in the search process. The second committee would be the interview committee made up of 2-3 Enfield citizens who are interested in the search, 1-2 town employees, 1-2 library professionals, and possible one trustee. The purpose of this committee (brief description) would be to interview candidates and identify up to three to be forwarded to the trustees.

Much discussion of the committees followed. Ideas were presented that might possibly streamline the process. Andi wondered if candidates might end up receiving 4 (or more) interview phone calls and what would that process look like. Gus asked about the “technical skills” that we would be requiring and if there was a job description yet. Mark suggested that the steering/screening committee might do more to vet the skills of the candidates before sending them to the next committee. Dom will continue to fine tune the process. Once the committee plan has been finalized the public will be invited to let us know if they are interested in serving. Discussion followed on how to get the word out to the citizens. Dominic will set up a meeting of the steering committee for later this month.

#### **Fundraising-**

Shirley had one meeting with the MFAC committee and interim Town Manager Jack to discuss the Whitney Hall /library expansion and renovation project.

Dom is reluctant to actively fundraise until we know more about the timeline. We will continue to accept new gifts! Mark talked about the fiduciary responsibility of holding money from donations and the need to communicate with donors. Work will continue to create a new gift agreement form.

Dom will talk with town counsel in response from a request from a donor who would like to have their gift returned. He made the following motion:

*Motion*-The trustees will work with the interim Town Manager and the Town Counsel to draft an agreement to create a donation return form.

The motion was seconded by Francine and approved.

ARPA Grant-

Dominic made the following motion.

*Motion*-To accept the \$3,195 ARPA grant from the State of NH.

Shirley seconded the motion, and it was approved.

Budget-

It was agreed that the library budget request will be level funded with the exception of the personnel line. Assistant Town Manager Alisa will be asked to check that line, which had been reduced during COVID, so that we can adequately staff the library with professional and part-time workers.

Student request-

A local Boy Scout has requested that he might work on a project with the library to help him earn a Merit Badge. Kate had a wonderful idea that would involve working one to one with him so that he can 'job shadow' her. Briefly, she will work with him to get copyright leasing to allow him to read some children stories and create a (Youtube) video that he will control. The student will be asked to contact Kate to arrange a meeting.

- **Adjournment**

The meeting was adjourned at 5:10 PM.

Submitted by Francine Lozeau