

Enfield Library Trustees

Meeting Minutes-corrected Treasurer's Report!

February 14, 2022

Present: Dominic Albanese, Shirley Green, Francine Lozeau, Kate Minshall, Librarian
Public: Gus and Susan Southworth

Next meeting: Regular meeting-March 14, 2022, 5:30 PM, in the Conference Room, Whitney Hall

1. Announcements

none

2. Reports

Secretary's minutes for January were approved with a motion by Shirley and second by Dominic.

Librarian's Report

Kate reported the following statistics:

	January	December
New patrons	Adult 9	Adult 8
New Hoopla patrons	14	4
In person visits	345	314
Porch pickups	106	107
Audio books	417	368
Hoopla items	201	179
Kanopy	83	76
Book group-adult	7	N/A
Book group-YA	3	7
New online story times	0	5
Story time views	2269	1302
Circulation	1070	

Kate reported 9 new adults signed up for library cards. New folks are moving to town!

As reported last month five main publishing houses have extended licenses for story times, four through March, one through June, so online Storytime can continue.

The digital service called Hoopla continues to attract more users. Grant money is paying for this service and Kate will continue to monitor the usage numbers and budget.

Kate is currently working on the annual library report for the NH State Library.

Evelyn Crate Project- Four tote bags for seniors are ready for distribution by the Canaan Senior Center. Kate brought one for the trustees to see. The fifth bag, of this pilot program, is being delayed by supplier issues. Each bookbag contains books purchased with money from the Crate Fund. Five more bookbags are being planned. The Lutheran Church may also be able to help with circulation of these bags in the future.

Another Crate Fund project will be the purchase of an iPad for use by patrons who may need larger print. The library has a large print collection but if patrons have already read all the titles, or have other interests, an iPad will allow them to read books, of their choice, from the Libby app from NH Overdrive. Font size and brightness can be easily adjusted on an iPad.

Question from the public-why an iPad, which is more costly, than a Kindle? Kate responded that NH Overdrive, which offers downloadable books, is switching to the Libby format, which will not be available on Kindles. (Kindles are an Amazon product and the Libby app is not available.)

Kate reviewed the seed lending program which will allow patrons to pick up lettuce seeds and others for home planting. Dom suggested coordinating with the Shaker Museum as they offer seed packaging activities in some of their programming. Shirley said the Enfield Shaker Museum received the patent for packaging seeds!

Kate's library update for the town newsletter can be found at [Town Newsletter - February 2022 | Enfield NH](#)

Treasurer's Report

Shirley reported that the town's auditors have reviewed the trustees' financial records. She presented the financial report, as follows:

Mascoma Insured Cash Sweep ~~-\$95,451.57~~ *CORRECTED* An additional deposit of \$608.61 was made, but not added previously, after receiving a trust fund distribution. The total is now \$96,060.18

Evelyn Crate Fund-\$4,613.68 (included in the above)

Expenses for book bags from Crate Fund

- \$210.01

Mascoma Checking-\$100

Building Fund Savings- \$9,377.96

Building Fund CD-\$390,455.81

3. Agenda Discussion

Librarian Search

The Trustees have concluded the process for hiring a new Library Director/Town Librarian. Informal feedback the trustees received about Kate Minshall was universally positive and with Kate deciding she would like to be considered for the full-time librarian position, an abbreviated “validation” process was implemented by the Trustees. It involved Kate interviewing with the three trustees, Lebanon Libraries Director Sean Fleming, Assistant Town Manager Alisa Bonnette, and the Library Patron/Citizens Representative Dolores Struckoff. At the completion of the interviews there was unanimous agreement that Kate has the skills, focus, expertise, temperament, and drive to lead our Enfield Public Library into the future.

Based on the above statement Shirley moved to offer the Library Director/Town Librarian position to Kate. The motion was seconded by Francine and approved unanimously.

The Trustees are thrilled to welcome Kate and we look forward to working closely with her as she shapes a fresh vision for the library.

Dominic explained the NH Library Trustees Association requires a term of service in the offer letter. Dom spoke with our town attorney who said it was not needed. Kate is/has been an employee prior to this change in position.

Dom brought up the personnel policy. When the last librarian was hired the vacation policy was changed from what is written in the town policy. Kate was hired under that policy and will be grandfathered to that vacation policy.

Dominic made the following motion:

The Enfield Public Library shall fully adopt, including the vacation time policy, the town’s personnel policy.

The motion was seconded by Shirley.

Question from the public-are the trustees fully aware of all the town's policies? Dom explained that we are already following all the town's personnel policies, except the statements about vacation time, so there is only a change of vacation policy.

The motion passed with all in favor.

Kate signed the hiring letter.

Town Adult Librarian Position

Kate will post the position for a new librarian. Trustees will be invited to sit in on the interviews. Kate has revised the job description. Dom has consulted with the town on salary. The new position will not be eligible for any raise that might be approved at Town Meeting this year.

Elections

Dominic is not running for re-election to the Board of Trustees, and this will be his last meeting. We thank him for his expertise, knowledge and leadership! He stepped in at a crucial time and has worked very hard through difficult times. Luckily, Dom is not going anywhere and will be available for help and questions with fundraising.

Library Expansion/Renovation

Enfield meetings to discuss Whitney Hall/Library were held on January 24th and January 27th at 7PM at the Community Building with good attendance and lots of questions and comments.

The Trustees plan to discuss a donor update letter and when that will be sent out.

The Whitney Hall/Library expansion and renovation project will be on the warrant for a vote at Town Meeting on April 30, 2022.

Francine asked if the plan, or some part of it, could be displayed in the library. Dominic mentioned a donation jar might also be added.

4. Adjournment

The meeting was adjourned at 6:32PM.

Submitted by Francine Lozeau

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