

# Enfield Library Trustees

## Meeting Minutes

**August 8, 2022**

Present: Shirley Green, Francine Lozeau, Dolores Struckhoff, Kate Minshall, Librarian  
Public: none

Next meeting: Regular meeting-September 12, 2022, 5:30 PM, in the Conference Room,  
Whitney Hall

### **1. Announcements**

The meeting was called to order at 5:36PM.

A special meeting with Town Manager Ed is being planned. Kate will work on setting up a time that is convenient for everyone. We plan to tour the current fire station to look at the space for future (temporary) library use while Whitney Hall is being renovated. Notice of the meeting will be posted as soon as it is set up.

### **2. Reports**

The Secretary's minutes for the June 27 meeting were approved. The motion to accept the minutes was made by Shirley and seconded by Dolores.

#### Treasurer's Report

Shirley reported that all finances are in order, with very little change from our last meeting in June.

Mascoma Insured Cash Sweep-\$96,562.94

Evelyn Crate Fund-\$4,599.93

Mascoma Checking-\$100

Building Fund Savings-\$10,825.34

Building Fund CD-\$390,644.83

#### Librarian's Report

Kate reported the following statistics:

	July	June	May	A p r i l	M a r c h	February
New patrons	A-19 Child-8	A-10 Child-6	A-10 Child-6	Adult 7 Child 1	Adult 5	Adult 6
New Hoopla patrons	14	17	8	8	8	6
In person visits	575 and 206 for programs	592	375	378	487	350
Porch pickups	136	121	97	104	108	100
Audio books/ebooks	397	330	411	462	497	466
Hoopla items	289	239	281	226	228	173
Kanopy	64	49	15	64	64	73
Book group-adult	5, 6	6	6	4	8	6
Book group-YA	n/a	n/a	n/a		n/a	6
New online story times	n/a	n/a	n/a	3	4	4
Story time views	n/a	n/a			2933	2210
Circulation						
Seed library	n/a	n/a	Total for program 97	8	17	
EVS class visits	n/a	n/a	1	2		

Kate reported that Laura will be away for the month of August.

Nancy would like to host a December community coffee on 12/9. This would be a drop in event and refreshments will be served.

The successful summer reading program has just ended. The final program for families will be a performance at the Huse Park Pavilion with Mr. Aaron on August 15. The program is cosponsored by the Canaan Library.

Kate emailed copies of Nancy's job description and answered questions about the how and why of posting meetings to answer the question Dolores had asked. There is no legal mandate to post agendas for library trustee meetings. It was decided that we will not be sending agendas to Alisa to post.

The digital offerings of Hoopla are very popular...and expensive. Due to the high number of checkouts the library needs to cut back from 20 to 5 per month.

Kate has met with Ed and toured the fire station and ambulance building. Ed feels the fire station will be the best spot for the library to use during the renovation of Whitney Hall, which he anticipates taking one year. The trustees have been invited to tour the space with Ed and Kate. Kate is thinking that about 60% of the library collection will be available in the fire station, while the remaining 40% will need to be boxed up and stored.

Chief Holland is doing a series of safety trainings with the library staff.

### **3. Agenda Discussion**

#### Whitney Hall Renovation/Expansion

A reallocation letter will go to all donors to ask if they are willing to allow their donation to be used for the renovation/expansion project, instead of a stand alone building. The letter has been checked by Terry Knowles. Terry also answered questions concerning the process. Former trustee Dom, along with fundraiser Mark, are working on the letter and it should be ready for September. As suggested, Ed will send us his slides from one of the presentations about the project. These will be added to the library website.

#### EVA Coffee

The library trustees hosted the EVA coffee on July 15. The event went well, the library presentation was good, and attendees seemed supportive.

#### Other

#### Policies

Kate has given copies of the library policies to Dolores. Dolores will scan them for everyone. Kate and Nancy will look at them and make some edits. We will work on one at a time to update them and make sure they follow the NH RSAs.

#### Crate Fund

Dolores met with Kate and Nancy to talk about options for the fund going forward. The collaboration with the Canaan Senior Center has been very successful. The projects are evolving according to need.

### **4. Adjournment**

The meeting was adjourned at 7:12 with a motion by Shirley and seconded by Francine.

Submitted by Francine Lozeau