

# Enfield Library Trustees

## Meeting Minutes

**June 27, 2022**

Present: Shirley Green, Francine Lozeau, Dolores Struckhoff, Kate Minshall, Librarian  
Public: Mark Johnson attended the meeting by phone at 5:40PM.

Next meeting: Regular meeting-July 11, 2022, 5:30 PM, in the Conference Room, Whitney Hall

### **1. Announcements**

The meeting was called to order at 5:37PM

### **2. Reports**

The Secretary's minutes for the May 9 meeting were approved as corrected. Corrections included a misspelling and formatting errors. The motion to accept the corrected minutes was made by Dolores and seconded by Shirley.

#### Treasurer's Report

Shirley reported that all finances are in order.

Mascoma Insured Cash Sweep-\$96,430.70

Evelyn Crate Fund-\$4,499.93

Mascoma Checking-\$100

Building Fund Savings-\$10,825.17

Building Fund CD-\$390,578.48

#### Librarian's Report

Kate reported the following statistics:

	<b>May</b>	A p r i l	M a r c h	February	January
New patrons	A-10 Child-6	Adult 7 Child 1	Adult 5	Adult 6	Adult 9
New Hoopla patrons	8	8	8	6	14
In person visits	375	378	487	350	345
Porch pickups	97	104	108	100	106
Audio books/ebooks	411	462	497	466	417
Hoopla items	281	226	228	173	201
Kanopy	15	64	64	73	83
Book group-adult	6	4	8	6	7
Book group-YA	n/a		n/a	6	3
New online story times	n/a	3	4	4	0
Story time views			2933	2210	2269
Circulation					1070
Seed library	Total for program 97	8	17		
EVS class visits	1	2			

Kate reported that the budget looks good. She is transitioning the outdoor storytime into the Community Building this week. The summer recreation program will be using the outdoor Huse Park location, so Kate has been given space inside.

The seed program was very well received. Dolores suggested that patrons be asked to send in photos of what they grew using library seeds!

One staff member has extended her maternity leave until the end of June.

*New!*

Summer Reading Program kickoff on June 27. Packets were delivered to every student at EVS.

A new online newsletter is available for patrons. It's called WoWbrary and comes out each week!

Aspen-Discovery Agent, see everything the library has to offer in its catalog, right from your home computers.

Other communication includes a variety of social media opportunities such as Instagram and Facebook. The town newsletter and listserv are used regularly to update citizens on library happenings.

Kate has initiated a safety training request for all staff. Chief Holland will provide this.

The library will open late on July 20, due to several staff on vacation and Kate being at storytime.

#### **"Kate's Road to Renovation"**

In anticipation of the future renovation work Kate has already started to think ahead! The library staff is currently taking a complete and extensive inventory which will update the online catalog. Weeding needs to be done as well. Books that are outdated or damaged or no longer circulated will all be considered for weeding.

Nancy hosted a program on e-bikes in conjunction with Hanover Outdoor Adventure. The program was held at Lakeside Park and was well attended.

### **3. Agenda Discussion**

#### **Whitney Hall Renovation/Expansion -Donor Letter Approval**

Mark and former trustee Dominic Albanese have assisted the trustees with writing a letter to update donors on the project and to ask them to sign a statement of "gift intent". Since the project has changed from the stand alone building, to which the donors contributed, to a renovation and expansion, we need to get donors permission to apply their gifts to the new project. The trustees and Mark worked on format and wordsmithing the letter. Once finalized with the most recent changes, Shirley will show the letter to Ed and check in with consultant Terry Knowles from NHTLA. The trustees will do their own printing and mailing of the letter. Details and materials needed were discussed.

The library website will need some updating so that donors can refer to it for additional information. Nancy may be able to add additional renovation designs to show all three floors of the project. Shirley will ask Ed if his presentation from Town Meeting could be added as well.

#### **EVA Coffee**

The library trustees will host the next EVA coffee on July 15. It will be held outdoors, under a tent, behind the library. Kate will contact the DPW for tables, chairs, and a trash can. Trustees will provide refreshments. Kate will speak about what's happening in the library and her plans for the "road to renovation". Trustees will provide a gift for a raffle.

#### **Other**

#### Library Tent

An offer from La Salette to store the tent in their garage has been made. The condition would also include the use of the tent if the library wasn't using it. After a short discussion a motion was made to keep the tent with the trustees and use it for library purposes. Motion by Shirley:

*The library tent will remain stored and used by the trustees for library events.* Dolores seconded the motion and it was approved.

#### **4. Adjournment**

The meeting was adjourned at 6:45PM

Submitted by Francine Lozeau