

# Enfield Library Trustees

## Meeting Minutes

**September 12, 2022**

Present: Shirley Green, Francine Lozeau, Dolores Struckhoff, Kate Minshall, Librarian  
Public: Gus and Susan Southworth

Next meeting: Regular meeting-October 2022, **Date: TBD**, due to holiday  
5:30 PM, in the library

### **1. Call to Order**

The meeting was called to order at 5:30PM.

### **2. Minutes**

The Secretary's minutes for the August 8 meeting were approved. The motion to accept the minutes was made by Shirley and seconded by Dolores.

The minutes for the special meeting held on August 23 were approved as corrected. The spelling of Dolores' name was incorrect in one sentence. The motion to accept was made by Shirley and seconded by Dolores.

### **3. Public Comment**

Susan Southworth asked to discuss a recent decision that the Trustees would no longer post an agenda prior to our meeting. She felt it was a courteous way to treat townspeople by posting the agenda so that interested parties would know what was planned for discussion. She asked that her recent email to the trustees be submitted to the minutes. Email dated August 15, 2022 is as follows:

"Upon receiving notice that the Draft minutes of your August 8<sup>th</sup> meeting were online, I was very pleased that they were posted so promptly. However, in reading them, I was disappointed in the decision not to post agendas, and in the lack of any details regarding the discussion that prompted that result. I am sorry not to have been able to attend to voice my arguments in favor of posting.

I understand there is no legal requirement to give notice to the public about topics to be included in any upcoming meeting, but there is a strong suggestion to do so in a memorandum from the NH Attorney General:

‘While not required under the Right-to-Know law, it is generally appropriate that the notice include or be accompanied with a brief list of the planned agenda items and a general notice that other matters within the public body’s jurisdiction may be considered.’ Memorandum on the New Hampshire’s Right-to-Know law, RSA Chapter 91-A. Office of the Attorney General 2015

Also, the NH Library Trustees Association manual states that: Business is “conducted more effectively when the chair prepares a written agenda and sends it to everyone in the board in advance of all the meetings.” NHLTA, Trustee Manual (2021) Understanding that this does not speak to public dissemination, the concept of better preparation by participants being based in part on advance knowledge, it would apply equally to public participation. The agenda must be created for the board members, why not post it online to share with the townspeople? It should not be so haphazard a process that there is not sufficient time allowed to do so. It seems a straightforward and simple part of the business of administering a town board.

I am hoping you might reconsider your decision.

Thank you.

Susan Southworth

Based on the discussion that followed the Trustees agreed to resume posting the agenda. Dolores will write the agenda and send it to Nancy Fontaine on the first Monday of the month with a note that the agenda may be subject to change.

#### **4. Reports**

##### **Treasurer’s Report**

All financial accounts are in order.

Mascoma Insured Cash Sweep-\$96,449.39

Evelyn Crate Fund-\$4,469.97

Mascoma Checking-\$100

Building Fund Savings-\$10,825.44

Building Fund CD-\$390,678.01

##### **Librarian’s Report**

Kate reported the following statistics:

	<b>August</b>	July	June	May	A p r i l
New patrons	A-20 Child-6	A-19 Child-8	A-10 Child-6	A-10 Child-6	Adult 7 Child 1
New Hoopla patrons	14	14	17	8	8
In person visits	720 and 271 for programs	575 and 206 for programs	592	375	378
Porch pickups	160	136	121	97	104
Audio books/ebooks	486	397	330	411	462
Hoopla items	203	289	239	281	226
Kanopy	87	64	49	15	64
Book group-adult	5,4	5, 6	6	6	4
Book group-YA	n/a	n/a	n/a	n/a	
New online story times	n/a	n/a	n/a	n/a	3
Story time views	n/a	n/a	n/a		
Circulation	1981 physical items				
Seed library	n/a	n/a	n/a	Total for program 97	8
EVS class visits	n/a	n/a	n/a	1	2

Kate reported the library board will need to hold meetings in the library due to space constraints at Whitney Hall. Four classes from EVS have signed up for library visits so far.

Kate's Road to Renovation

Storytime is being held at Huse Park and will be held outdoors there until the end of October. This helps with people getting accustomed to library programs being held in different locations, which will be necessary during the WH renovation.

## 5. Agenda Discussion

Whitney Hall Renovation/Expansion

The reallocation letter for 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, should be ready for mailing in October.

#### Budget

Kate is working on the budget and numbers have been submitted. She will meet with TM Ed as the next step.

#### Old Home Days Ice Cream Social

The annual Ice Cream Social, sponsored by the Trustees, will take place behind the library on September 24. Kate will contact DPW to ask about their availability to set up a tent and supply tables and chairs.

#### Other

#### Old Home Days Parade

We discussed the possibility of inviting families or staff to carry the library banner in the parade. Kate will ask Nancy to post an invitation on facebook.

#### Policies

Trustees should begin to review policies on their own for future discussion and updating as needed.

### **6. Adjournment**

The meeting was adjourned at 6:30 with a motion by Dolores and a second by Francine.

Submitted by Francine Lozeau