

Enfield Library Trustees

Meeting Minutes

October 10, 2022

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

Next meeting: Regular meeting-November 14,2022, 5:30 PM, in the library

1. Call to Order

The meeting was called to order at 5:40PM.

2. Minutes

The Secretary's minutes for the September 12 meeting were approved. The motion to accept the minutes was made by Shirley and seconded by Francine.

3. Public Comment

None

4. Reports

Treasurer's Report

All financial accounts are in order, with few changes.

Mascoma Insured Cash Sweep-\$96,379.39

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:

	September	August	July	June	May
New patrons	A-14 Child-4	A-20 Child-6	A-19 Child-8	A-10 Child-6	A-10 Child-6
New Hoopla patrons	10	14	14	17	8
In person visits	542 and 128 for programs	720 and 271 for programs	575 and 206 for programs	592	375
Porch pickups	154	160	136	121	97
Audio books/ebooks	502	486	397	330	411
Hoopla items	206	203	289	239	281
Kanopy	88	87	64	49	15
Book group-adult		5,4	5, 6	6	6
Book group-YA		n/a	n/a	n/a	n/a
Circulation	1435 Physical items	1981 physical items			
Adult program attendance	56				
Children's program attendance	84				

The budget for Hoopla is watched carefully and is okay with patrons allowed 5 checkouts per month.

CLiF grant update-Enfield Village School will receive \$1000 for new books and the library was also slated to receive the same amount because Kate's participation in the grant application. Kate regifted the sum back to the school for the purchase of books for their leveled library. A celebration night(s) will take place at the school at a date to be determined.

Kate, Laura and Jerusha will participate in the town's Halloween event called Trunk or Treat. This activity will be held at Huse Park on Saturday, October 29, 2022, from 3-6 PM.

5. Agenda Discussion

Budget

Kate presented a preliminary budget for discussion and consideration. There has been some redistribution of hours for clerks under Personnel, but there is no financial impact. The library substitute line item has been decreased. Discussion followed on the phone systems, special projects budget line and the repairs and service contracts line item where there are proposed increases for hosting Aspen Discovery Agent and KOHA. Other service and repair increases are expected for the copier. Shirley will get the date when Kate and the trustees will need to attend the budget committee meeting to discuss the budget.

Francine made the following motion, which was seconded by Shirley.

I move that the trustees accept the preliminary library budget for 2023. The motion passed.

Kate has requested that money for a new computer be encumbered though she hasn't heard any more on the status of this. Kate will contact Rob Taylor who is handling technology hardware purchases to make sure he has done what is necessary.

Old Home Days Ice Cream Social

The annual Ice Cream Social, sponsored by the trustees, served 164 sundaes. The library also participated in the OHD parade.

Policies

Kate has started to work on updating policies concerning fines and circulation. Trustees will look over the policies during the next month for discussion in November. Francine showed three examples for a policy matrix that will help us to keep track of adoption dates and revisiting dates for policies.

6. Adjournment

The meeting was adjourned at 7:15 with a motion by Shirley and a second by Francine.

Submitted by Francine Lozeau