

DRAFT Meeting Minutes
Enfield Public Library Board of Trustees
April 8, 2019 – 5:00pm Whitney Hall Meeting Room

Attendees: Dominic Albanese (Trustee); Shirley Green (Trustee); Francine Lozeau (Trustee); Melissa Hutson (Librarian); Mark Johnson (Fundraising Committee Representative).

Susan Southworth (Alternate Trustee); Andi Diehn (Alternate Trustee) Excused

Dominic opened the meeting at 5:00PM

Dominic moved to accept the minutes of March 13, 2019. 2nd by Shirley all in favor.

New Enfield Public Library Trustee: Shirley moved that with regret and appreciation we accept Jen Seiler-Clough's resignation as a Library Trustee. Jen's increased work responsibilities make it impossible for her to devote the amount of time she feels the Trusteeship needs. Dominic 2nd the motion. All were in favor.

Dominic reported that he had reached out to Francine Lozeau to see if she would be willing to return to the Board completing Jen's term (March 2020). He feels that Francine has the history with the library and its building projects, library management experience and relationship with the community that is needed at this critical time. Shirley also reached out to Francine and believes that Francine's participation as a Trustee will be key to steering us forward productively and efficiently. Francine has agreed to return.

Dominic moved to appoint Francine Lozeau to the Enfield Public Library Board of Trustees. Shirley seconded. All in favor. Dominic will follow up with Alisa for Board of Selectman confirmation.

Librarian Report: Melissa shared the Library's statistics for March. Discussion ensued on two points. (1) Recently there was a question posed on Facebook related to the number of library visitors and how school children were counted. It was confirmed that children from the Enfield Village School are included in our monthly visit numbers as they have been for as long as records have been kept. This means that the year-to-year numbers are consistent in the way this important population is represented. It was agreed that Melissa Hutson would update the graphs created during Strategic Governance to include 2018 data and she would post these to the Library's web page. And (2) Melissa shared that an investment in the Koha library management software would provide a number of operational efficiencies and new customer service options for our patrons. Francine has experience with this software in Lebanon and concurs. The Trustees asked Melissa to come back to us in the next month or two with a proposal on how to upgrade this software.

Financial Report: Shirley handed out the March and April 2019 Financial Reports. It was reported that Shirley, Dominic and John Carr would meet again with Mascoma Bank (MB) on Friday 4/12/2019 to discuss a proposal being created by MB to manage Library funds in higher return money market/cash management funds. Trustee Funds – which include gifts for the new Library – will only be kept in FDIC insured, highly secure, money market type funds – ideally at MB. The final proposal will be brought back to the full Board of Trustees for consideration and representatives from MB, as well as the Town

Manager, will be asked to join us. Finally, Shirley recapped monies currently available for the new Library. These numbers will be worked into an upcoming report to donors and patrons. In summary:

- Donor Funds: There is \$342,484.40 in Savings and CD's at MB. This money does not include pledge balances. In total \$49,651.30 of donor money was spent in 2016 on updated building design plans. Other than that expenditure, no donor money received has been spent;
- Town Meeting Funds: In 2007 Town Meeting approved an expenditure of \$400,000 to be used for the new Library in the following fashion:
 - \$133,000 for building design and architectural plans;
 - \$267,000 to be placed in a Capital Reserve for the new library. As of 12/31/2018 Annual Town Report that fund now has \$293,047.43 in it;
- TIF Funds: The new Library is on the list of Town approved projects for \$150,000 from the TIF district for site work & parking. To date – those funds have not been allocated via the Town budgeting process. None of this money has been spent.

Enfield Facilities Public Hearing: Discussion ensued by all related to the 3/25/2019 Enfield Municipal Facilities update provided by Jay Barrett and the Town Manager Ryan Aylesworth. Generally, the following was the consensus and resulting action items:

- Dominic Albanese, Shirley Green, Susan Southworth, Francine Lozeau, and Melissa Hutson were in attendance at the presentation;
- Unfortunately, the process was not as was promised to the Library Trustees. Our participation consisted of one meeting with Jay and Ryan and a follow-up in a meeting with a larger group of elected officials where we heard preliminary feedback on the state of Town buildings and some of Jay's very early thoughts. Our Librarian never spoke with Jay. There were no discussions about the Libraries space needs and little discussion in the one meeting we did have with Jay about the current Town Meeting approved building project. Dominic indicated he tried to stay abreast of what was going on – mostly by email - with Jay and Ryan but the Library was not an active participant in the creation of plan presented to the public on March 25th.
- The Trustees saw the resulting plan for the first time along with the rest of the public. We were surprised at the lack of specificity and the concept in general. On the surface, building new Town Offices at Huse Park, leaving Whitney Hall to the Library with a \$1.5Mn budget placeholder for renovations and an addition does not seem viable nor can we see how it meets any of the goals of the current, Town Meeting approved, building project.
- Feedback has been mixed from donors and patrons. It ranged from happiness that the Library was even mentioned in the slide deck to a donor who suggested the current building plan had been abandoned and she would now withhold her financial support (Dominic reported that this conversation has been turned around). There seemed to be general consensus that the plan in general – but especially the Library portion – was presented too soon and with too few specifics.
- While disappointed we want to look to the future. Much work needs to be undertaken to reconcile our current realities (A town approved \$3.25Mn new building project with \$1Mn+ in

public and private philanthropy raised) and the new direction the Town is taking. The Trustees will take up Selectperson Katie Plumley's suggestion that the Library Trustees, Board of Selectman and Town Manager meet. Date and agenda to be determined. The Trustees will start a document of agenda items to be shared with the Board of Selectman prior to the meeting. Dom will work with Alisa and Ryan to get the meeting scheduled;

Attention then turned to the new Town Facilities Committee and the Library's representation on it. The Town has allocated one spot for the Trustees. Shirley moved; Francine seconded; appointing Dominic as the Trustee representative to the new Town Municipal Facilities Advisory Committee. Much discussion ensued as to how to work with the Committee and Town going forward with regards to our facilities needs and if Dominic was the right person to do this. The consensus was that he was. Shirley called for a vote and all were in favor. Dominic will write the Board of Selectman and Ryan to let them know.

We agreed to hold a Library Trustee work session on Saturday, 4/27/2019 @8:30AM in Whitney Hall to finalize the agenda for the meeting with the Board of Selectman and Town Manager. Dominic will confirm with Alisa that we can, over email, develop that agenda and talking points so we have a solid draft for discussion and finalizing in our public meeting on April 27th.

With all business being complete, Shirley moved that we adjourn at 7:00PM. Francine second, all in favor.

Respectfully Submitted

Dominic C. Albanese
Chair, Enfield Public Library Trustees.