

ENFIELD PUBLIC LIBRARY

BOARD OF TRUSTEES

Date: November 17, 2014

Time: 6:00 PM

Place: DPW

Type of Meeting: Regular

Present: Phil Cronenwett, Shirley Green, Francine Lozeau, Melissa Hutson, Librarian

Absent: none

Public Present: Scott Gerlach

1. Call to Order

The meeting was called to order at 6:04 PM. Phil welcomed Melissa to the Enfield Public Library as the new librarian. The minutes of the October 13<sup>th</sup> meeting and the special meeting of November 11<sup>th</sup> were accepted as printed. The motion to accept the minutes was made by Shirley and seconded by Phil. The motion carried.

2. Reports

Director's Report

Melissa reported that everyone was helping with the transition to a new librarian and that she is "figuring things out." She said that Bonnie has told her she will no longer be able to work at the library, due to family matters. Melissa has received a few applications for the position of assistant librarian, a job which she has posted until November 20<sup>th</sup>. She said she would email the October circulation statistics.

Treasurer's Report

Shirley reported on finances, including expenses for the retirement reception. Francine and Shirley bought the leftovers from the party so that the library would not need to pay for them.

Fundraising Committee

Phil reported a binder has been prepared for another Enfield couple who are interested in the new library project. The Brundage Foundation has sent their check for \$2,500.

3. Old Business

Job Description

Shirley made a motion to approve the new job description for the position of Librarian. Francine seconded the motion and it passed.

4. New Business

Job Description

Francine made a motion to approve the new job description for the position of Assistant Librarian. Shirley seconded the motion and the motion carried.

### Budget

The budget for 2015 was reviewed. There will be an additional computer expense to cover the cost of a new website, which will be about \$50. The Twin Bridge service contract has been received and will add \$3955.00 to the budget. Shirley made a motion to approve the budget. Francine seconded the motion and it passed.

### Gift Protocol

A patron who donated many books has asked for a gift letter. Phil will respond and let the patron know that we can acknowledge his gift but we can't estimate the value of the books nor can we hire an appraiser on his behalf. This is prohibited by federal law.

Gift money must be accepted prior to the day before it is spent.

### EVA Coffee Hour

The Enfield Village Association will hold their November coffee hour at the library. We will open on Friday, November 21 for their 8AM gathering and provide refreshments and a door prize. Phil will introduce Melissa so she can tell a little about her background and her ideas for the library.

### Thanksgiving Holiday

Because the town offices will be closed on Friday, a day that the library is already closed, the library will have an additional day to be closed on Saturday. Melissa will make sure that signs are posted.

### Library Trustees Board

Phil proposed that we identify a few people who might be interested in becoming trustee alternates. He will ask our first candidate.

### Hometown Holidays

The annual celebration will be held on December 6<sup>th</sup> at the Enfield Community Building. Upstairs: Phil will be able to set up the table for the library. Shirley will deliver the Cat's Meows and table decorations to Phil. Melissa will be there to help around noon. Shirley will be able to help in the afternoon. Downstairs: The library will once again sponsor the story time area. Francine and Shirley will provide the decorations for the area and find someone to set up the space. A request for readers has been sent out and we'll make sure that all time slots are filled.

### Library Website

Scott Gerlach is working on a new website for the library. He showed the trustees his initial design and explained his ideas. Francine requested a "donate here" button so that people could make online contributions.

## 5. Announcements

*emailed-* Circulation for the month of October was 2, 431. 138 e-books and 99 audio books were borrowed from NH Overdrive. 126 people used the public computers and wireless connection.

Shirley and Francine will decorate a Christmas tree, on display at the Shaker Museum, on behalf of the library.

6. Next Meeting

The next regular meeting will be held on December 8, 2014 at 6 PM.

7. Adjournment

A motion to adjourn the meeting was made at 7:16 PM by Shirley and seconded by Francine.

Submitted by Francine Lozeau