

ENFIELD PUBLIC LIBRARY

BOARD OF TRUSTEES

Date: December 8, 2014

Time: 6:00 PM

Place: Library

Type of Meeting: Regular

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

Absent: Francine Lozeau

Public Present: Jennifer Seiler-Clough

1. Call to order

The meeting was called to order at 6:05 PM. Phil introduced Jennifer Seiler-Clough who will be appointed Trustee Alternate by the Board of Selectmen at their December 15th meeting. Phil reminded everyone to include Jennifer in all board-related emails. Her email address is Jennifer.A.Seiler-Clough@Dartmouth.edu.

The minutes of the November 17th meeting were accepted as printed with a motion by Shirley and a second by Phil. The motion carried.

2. Correspondence

Phil provided copies of the letter sent to trustees by Marjorie Carr thanking them for the retirement party.

3. Director's report

Melissa reported that 1970 volumes circulated and that 210 ebooks were downloaded.

Treasurer's report

Shirley distributed a printed report. There were no questions.

Fundraising report

There was nothing to report.

4. Old business

Assistant Librarian

Melissa noted that Katrina McCurley will start on December 15th. Her continued employment is contingent on completing her MLS by the end of 2015.

Other staff hiring

Melissa reported that Betty Wilson has been hired as a part-time library clerk.

Budget Committee meeting

It was agreed that the meeting with the Budget Committee went well. The one question that should be addressed in the next budget cycle is the "Miscellaneous" line that needs to be broken down into smaller components.

Hometown Holidays

Even with sloppy weather, the event was successful. Fourteen of Cat's Meow Whitney Hall pieces were sold with \$258 earned.

5. New Business

Annual Reports

Annual reports are due to Alisa by Friday, January 9. Phil will draft the trustee report and circulate to the other trustees for approval. Melissa will prepare her report and send it directly to Alisa.

Holidays and vacation time

The board discussed closing early on Christmas Eve. Phil moved and Shirley seconded a motion to close at 5 PM on Christmas Eve as a formal library policy similar to closing early on New Year's Eve. The motion carried.

The board discussed the question of vacation time for the Librarian and decided to defer the question until January. In the interim, we will discuss the question with Steve Schneider and Wendy Huntley.

6. Next meeting

The next regular meeting will be held on January 12, 2015, at 6 PM in the Whitney Hall conference room.

7. Adjournment

The meeting was adjourned at 6:50 on a motion by Shirley and a second by Phil with the motion carrying.

Respectfully submitted,
Philip N. Cronenwett