

ENFIELD PUBLIC LIBRARY

BOARD OF TRUSTEES

Date: February 16, 2015

Time: 4:00 PM

Place: Whitney Hall Conference Room

Type of Meeting: Regular

Present: Phil Cronenwett, Shirley Green, Francine Lozeau, Jennifer Seiler-Clough, Melissa Hutson,
Librarian

Absent: none

Public Present: none

1. Call to Order

The meeting was called to order at 4:10 PM. The minutes of the January meeting were accepted as printed. The motion to accept the minutes was made by Shirley and seconded by Jen. The motion carried.

2. Correspondence

Phil received a copy of the letter that the Mascoma Cooperative Preschool sent to the Byrne Foundation to ask if they will match contributions, up to \$75,000, in memory of Willa Clark.

3. Reports

Director's Report

Melissa reported that Katrina has been weeding books! David Stewart has picked up some of the withdrawn books for the Outing Club's summer sale. Two children's programs have been planned for school vacation week. Work on the new website is progressing very well. The URL address is www.enfieldtownlibrary.org

Circulation for the month of January was 2569. 113 ebooks and 84 audio books were downloaded from NH Overdrive. 90 patrons used the library's public computers and 3 people used wifi.

Treasurer's Report

Shirley reported that all accounts are in order. Melissa asked for information about how the different accounts are used.

Fundraising Committee

Phil reported that the committee is working to identify other foundations that we can apply to for gifts. A letter will be sent to update all donors on the fundraising progress. The second installment of Lake Sunapee Bank's donation has been received. Shirley reported on a conversation with a possible donor who had questions about the project. She mentioned naming opportunities and said she would send him the list.

4. Old Business

Website

Some content has been added and Melissa will take a few pictures of events this week to add to the site. Aaron Treadwell will host the website.

Vacation Time

The board voted to modify one subsection of Section 7.3 as a policy change. We will grant full-time library employees (currently Melissa and Katrina) a base annual vacation leave of 120 hours with an additional 8 hours for each additional year employed. The maximum vacation hours earned will be 200 hours. The remainder of section 7.3 remains the same, including 7.3 (c).

In addition, and this is a one-time determination and not a policy change, the trustees will permit both Melissa and Katrina to use some of their vacation time before their anniversary date. Again, this is not a permanent policy change. The motion was made by Phil and seconded by Francine.

5. New Business

Library Substitute

Melissa has hired Kathy Kitowski as a new library sub.

Staffing

Staff hours were briefly reviewed. Staffing needs will be considered at another time.

Technology

Melissa will think about technology upgrades. One thing to consider is a scanner as some patrons have asked about one.

6. Next Meeting

The next regular meeting will be held on March 9, 2015 at 6 PM. Melissa will check on the availability of the DPW.

7. Adjournment

A motion to adjourn the meeting was made at 5:30 PM by Shirley and seconded by Francine.

Submitted by Francine Lozeau