

ENFIELD PUBLIC LIBRARY

BOARD OF TRUSTEES

Date: December 14, 2015

Time: 6:00 PM

Place: Whitney Hall

Type of Meeting: Regular

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

Absent: none

Public Present: Mark Johnson

1. Call to Order

The meeting was called to order at 6:05 PM. The minutes of the October regular meeting and the non-public meeting were accepted as printed. The motion to accept the minutes was made by Shirley and seconded by Jen. The motion carried.

2. Correspondence

A few more donation envelopes have been received!

3. Reports

Librarian's Report

Melissa reported attending the second Regional Collection Development meeting. This is a new group for area librarians to discuss their collections, collection policies and how they can help each other. Smaller libraries are especially interested in working together to promote their strengths, become familiar with what other libraries have and make ILL easier. One topic they plan to explore further is the forming of a purchasing consortium which might help with purchasing databases.

Melissa also attended the LUV meeting.

Circulation for the month of November was 2305. 121 audio books and 110 ebooks were borrowed from NH Overdrive. 56 people used the public computers. 907 people visited the library.

Treasurer's Report

Shirley reported on finances, deposits were made for new building gifts, book sales, fines, copier and fax use, reimbursement for a damaged book and Cat's Meow sales. Expenses included the recent mailings. We have received over \$10,000 for the new library since the last meeting in October.

#### Fundraising Committee

We will continue to fundraise even as we prepare to ask the town to vote on a bond for the library.

#### 4. Old Business

##### Benefit Concert

Paige Dauphinais has sent an email detailing the time frame we have to work with in order to be ready for the June 5<sup>th</sup> Benefit Concert, which will be performed by her sons. Melissa is looking at possible venues. The Shaker Museum Mary Keane chapel can seat 200 people and we could have two different one hour concerts to allow more people to attend.

##### New Library

The architects are working on changes to help save money for the new library. We will spend up to \$50,000 to cover this work, as voted on previously. The architects will bill monthly for their charges. The money to pay for this work will come from the new library account.

The possible changes for the library included rain water catchment system alterations. It is not necessary to do as much irrigation as previously thought. This change would save about \$10,000. The landscape architect will be contacted to scale back on plantings. No dollar amount has been generated for this savings. The bump out on the roof over the bay window will be straightened for another savings. Most of the basement will be eliminated with just a small mechanical room to be preserved. Eliminating the basement and the need for the elevator to go below grade will provide another savings. The book stacks will be shorter and the Librarian's Office will be smaller. The architects have suggested that we meet with them on January 4, 2016. Phil will find a space for the meeting.

##### HVAC for new building

The library will have 6-8 zones so that temperature can be controlled. The building will use forced hot air with different options to run it. Options include gas boiler at a ballpark price of \$224,000, wood pellets, no estimate yet, ground source heat pumps for \$334,000, air source heat pumps for \$308,000. We can generate a portion of the electricity we need through solar panels. All systems were discussed. A motion to approve a geothermal, ground source HVAC system was made by Shirley and seconded by Francine. The motion passed unanimously.

#### 5. New Business

##### Heat

It has been cold a few days already this year. It also happened last year, but often on Fridays when the library was closed to the public. If the temperature in the library falls below 55 or above 85 the librarian may close the library to the public.

##### Collection Development

We need to have a collection development policy that includes a challenged book policy as well. Melissa will rewrite the whole policy based on information from other libraries. The trustees will review the final draft for approval.

Public Hearing-Phil will ask Alisa to post a hearing on the same night as our regular January 11<sup>th</sup> trustees meeting. The purpose of the hearing will be to accept gifts of \$5000 or more, per RSA 202-A:4-c III(a). The hearing will start at 6PM to be followed by our meeting.

6. Next Meeting

The next regular meeting will be held on January 11, 2016 at 6 PM.

7. Adjournment

A motion to adjourn the meeting was made at 7:39 PM by Francine and seconded by Jennifer. The motion carried.

Submitted by Francine Lozeau