

ENFIELD PUBLIC LIBRARY

BOARD OF TRUSTEES

Date: May 9, 2016

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 6:10 PM. The minutes of the April meeting were accepted as printed. The motion to accept the minutes was made by Shirley and seconded by Phil. The motion carried.

2. Correspondence

A letter was received from Mrs. Byrne of the Byrne Foundation. The fundraisers will respond. The trustees received a notice from the State with information about trustee training sessions that will be held around the state in May and June.

3. Reports

Librarian's Report

Melissa attended a Library Management class that she found to be interesting. The discussion included information on policies, strategic planning and other topics. Melissa asked about establishing a "memo of understanding" with the town concerning library personnel policies that might differ from town policies. Phil suggested she speak with Steve about this.

Melissa has heard about a fundraising source and thought we might be eligible to become the "charity of the week" for a state Poker Room. There is a lot of paperwork involved and an organization must be a 501- (c) (3) to qualify. Melissa reported that Patti's homeschool book group has finished their first book and will continue the group. A computer software program called "clean slate" is being considered for all public computers so that when a patron is finished using a computer all information will be erased.

Circulation for the month of April was 2506 with 998 people visiting the library. 110 audio books and 93 ebooks were borrowed from NH Overdrive. 10 patrons used wifi.

Treasurer's Report

Shirley asked if Melissa would request a monthly financial report from the town that would detail library expenses. All financial accounts are in order.

#### Fundraising Committee

Phil reported that \$3735 has been received from the latest letter sent to previous donors of the new library. The fundraisers will meet twice a month, starting in May.

#### 4. Old Business

##### Benefit Concert

Melissa has put up posters around town and some people have taken tickets to sell. Phil brought up an online agency that is a good way to advertise events called Eventbrite. If we register with them we can post our event on their site. Melissa has received some restaurant gift certificates that will be used for a raffle on the event day and in the library, prior to the event, if we figure out how to manage it.

##### NHTLA Conference

The conference will be held on May 23<sup>rd</sup>. Phil, Shirley and Francine will attend.

##### Old Home Days

The tent will be set up on Friday. Phil has 3 tables to bring and Melissa will ask the town to supply five more and move them on Friday. We will use the library sign to advertise our ice cream social.

##### Book Sale

The sale will be held on June 25<sup>th</sup> with set up/sorting on June 23<sup>rd</sup>. Melissa will ask the town for 12 tables.

##### Board Size

The trustees will talk with trustees from other towns to get pros and cons of increasing the size of our board from three to five.

##### Friends Group

Phil will talk with a patron who might be willing to spearhead this group.

#### 5. New Business

##### Summer Program

The No-Strings Marionette Theater group has been hired for a performance and for an extra workshop presentation. Phil asked for a motion that we expend up to \$300 for the workshop. Shirley made the motion and Francine seconded it. The motion passed.

##### Cardholder Restrictions

Melissa has noticed a pattern with some new cardholders who check out materials, including ILL requests, and then leave town. We will ask patrons to demonstrate that they are responsible library users before submitting ILL requests. Melissa will monitor this.

#### 6. Next Meeting

The next regular meeting will be held on June 13, 2015 at 6 PM.

7. Adjournment

A motion to adjourn the meeting was made at 6:56 PM by Shirley and seconded by Francine.

Submitted by Francine Lozeau