

ENFIELD PUBLIC LIBRARY

BOARD OF TRUSTEES

MINUTES

Date: December 20, 2017

Time: 6:00 PM

Place: Whitney Hall

Type of Meeting: Regular

Present: Francine Lozeau, Shirley Green, Jennifer Seiler-Clough, Melissa Hutson, Librarian, Andi Diehn, alternate, Mark Johnson, public

1. Call to Order

The meeting was called to order at 6:03 PM. Francine moved to accept the November minutes, Shirley seconded.

2. Correspondence

SMP Construction requested status of new library planning; noted several towns (Exeter, Tuftonboro, and Barrington) all going to vote in 2018

3. Public Comment

None

4. Reports

Librarian Report

Very busy November, over 3,000 items in circulation and downloadable

Lots of kids involved in programs – really good turn out for activities

Anne had her last day for the winter, she will be back in April

Interviews for part-time clerk position

Melissa attended an LUV lunch – meeting topics and schedule for 2018 were discussed

November 30 is the Community Building request deadline for 2018, booking library events

including program on Noyes Academy; Summer Reading finale, and Computer Security program.

Enfield Public Library (EPL) statistics for November:

circulation-2,668

audio books-159

ebooks-177

public computers-47

wifi-24

visitors-1,055

programs – 36 (29 kid; 6 adult; 1 open); 442 participants (315 kids; 117 adults; 10 all ages)

Financial Report

Shirley reported that all finances are in order. Keeping track of Evelyn Crate fund and building fund as well as the library finances.

Fundraising

\$3,300 in cash in November for the new library building fund, \$5,500 in gifts and pledges. Several people have expressed interest.

5. Old Business

New Library – no news other than money coming in

Library Clerk job – Per RSA 91-A:3, Francine moved to go into a non-public session to discuss staff employment matters, Shirley seconded the motion, and at 6:27, the trustees went into a non-public session for discussion. Jen made the motion to end the non-public session and Francine seconded. The trustees returned to public session at 6:45.

More information on the copier and lease vs. buy. At the librarian's request the trustees decided to go with a lease for the copier instead of a full purchase. After the November meeting, it was realized that we had already partially budgeted for this and the lease includes maintenance. It is more expensive to buy than to lease. Jen moved to lease a new copier, Francine seconded. Symquest services the town offices and so it would be good to go with the same company.

Senior Services update – Shirley talked with Dolores and scheduled a meeting for Dec. 28th at 4pm at the library to go over her vision of how to honor Evelyn Crate's memory. Possibly survey to homebound people, partnering with Meals on Wheels, etc.

6. New Business

None, though Mark mentioned we should consider thanking people who volunteer, offer advice and recommendations, etc.

7. Next Meeting

The next regular meeting will be held on January 8th at 6pm.

8. Adjournment

A motion to adjourn the meeting was made at 7:45 PM by Andi and seconded by Jen.

Submitted by Jennifer Seiler-Clough

Notice: The Trustees may vote to enter into a non-public session under provisions of RSA 91-A:3.