

## **DOROTHY ALLING MEMORIAL LIBRARY**

TRUSTEE MINUTES FOR JANUARY 10, 2022

### **UNAPPROVED**

**Present:** Karla Karstens, Steve Perkins, Diane Downer (virtual), Charity Clark (virtual), Shari Westman (virtual), Brian Goodwin (virtual), Barbara Mieder; librarians Jane Kearns and Allison Benkwitt.

**Secretary's report:** The secretary's report was approved without corrections.

**Treasurer's report:** Karla Karstens reported no transactions.

#### **Friends of the Library report:**

- The Friends honored Deb Roderer with a check honoring her 35<sup>th</sup> anniversary of working at the library.
- The Friends also received a nice thank-you note from the Youth Librarian for sponsoring the gingerbread houses this year. Seventy families participated.

#### **Current budget report:**

- The Trustees looked at the report for November. The goal was 41%, and everything was on track with expenditures of 36%

#### **Librarian's report:**

- December statistics: Patron visits are still not up to pre-pandemic levels. Electronic circulation remains high. Wowbrary will be discontinued because it is outdated and the catalog page on the website has the same information.
- Operations updates:
- The library remains fully open despite the surge in COVID cases. Adult in-person programs have been suspended for January. Indoor story times have also been suspended. After-school programs are continuing but with limited attendance.
- Outreach is continuing at senior centers, but masks are required. There are no visits being made to pre-school centers, but book bundles are available. Jane shared a thank-you note which accompanied a donation addressed to Sarah.
- Jane is doing performance reviews for half the staff this month. The other half of the reviews will be done in June.
- The duct cleaning is nearing completion.
- AARP tax preparation help will be available on Sundays in February.

**Staff report:** Allison Benkwitt, Tech Services Librarian, reported.

- She reported on new COVID precautions. New masks have been ordered for the staff. She has attended a webinar on air circulation and conclude that the library is okay.
- She is working on collection development and getting patron feedback.
- She is doing some relabeling in the youth section and will do more when volunteers are back at the library.

- She also attended a webinar on cataloging.

**New Business:**

- The Trustees reviewed the Bylaws and policies I-VI. Minor changes were made. They will review the remaining policies in February.

**Old business: None**

**Adjourn:** The meeting was adjourned at 8:00.

**Next meeting:** February 7, 2022, at 7 p.m. (Note the change from the third Monday to the first Monday.)