

## **DOROTHY ALLING MEMORIAL LIBRARY**

### **TRUSTEE MINUTES JANUARY 22, 2024 UNAPPROVED**

**Present:** Shari Westman, Karla Karstens, Charity Clark, Steve Perkins, Barbara Mieder;  
Librarians: Jane Kearns and Danielle Doucette

**Absent:** Diane Downer, Brian Goodwin

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

**Treasurer's report:** No transactions

**Friends of the Library report:** The Friends have not met since our last meeting. Their next meeting will be in March.

**Current budget report:** The November Budget Report was presented with a spending target of 41%. There was some spending in the Library Collections with purchases for the Bookmobile, also Overdrive renewal. There will be an increase in some Janitorial costs as the company is raising prices (after remaining steady for 4 years).

#### **Librarian's Report:**

##### **December Library Statistics**

- Patron visits are up 49% and the new Patron Counter has made keeping track of that statistic much easier. Interest in emags is leveling off. Interlibrary Loans is down a bit. More people seem to be using the website to figure things out, so e-mail inquiries are down. Wifi usage is up slightly, likely due to power outages in the area and people coming to the library to connect. Website hits are up 26% and program numbers remain steady. Quarterly Statistics show an increase of 50% in patron visits.
- Jane completed half of the staff evaluations this month. The rest will be done later in the year.
- The Directory of the Library of Things has been updated (by Roeki, Bonnie and Jane) so it will be easier for patrons to see what is available to check out. Among the items are a heart shaped baking pan, museum passes, a kilowatt energy usage counter and tools. There are plans for a "Meet the Things" event to highlight the items.
- There are a number of exciting and fun events planned for February. They include making chocolate bark, a Craft Circle (bring in what you are working on), Mocktails and Game Night, Cook the Book 70's Dinner Party, and more. The AARP Tax Preparation help has started on Sundays and will run until April 7.

**Staff Report:** Danielle Doucette, Assistant Youth Librarian

Danielle reported on the Giving Tree, which resulted in donations of \$1120 so far, which is the 3<sup>rd</sup> highest total. Surveys from the Scoping Study had people expressing a desire for more Saturday programs, and there are more options now. There are Saturday Story Times, Saturday Music Time and even a Saturday Dungeons and Dragons for youngsters. Other programs run by Danielle are Tuesday Storytime (with a sock puppet greeting), Baby Time, PokeMonsters Pokemon Card Club, and a sewing workshop. Danielle also helps monitor the afterschool crowd - finding activities to keep them occupied, providing coloring designs, encouraging them to volunteer with set ups when needed, and building relationships.

Danielle is working on a Certificate of Public Librarianship and recently took a Cataloging course. She also attended a Youth Mental Health First Aid Course that talked about being a “Trusted Adult” but also setting appropriate boundaries.

Danielle also enjoys driving the Bookmobile!

When asked if the current policy of children having to be in 5<sup>th</sup> grade to be alone in the library without adult supervision is working, Danielle responded that it seems like an appropriate age cut-off.

**Scoping Study Report**

Karla reported that the Selectboard approved using a portion of the ARPA funds to move forward on more detailed plans for the library expansion and a search for a site for the Recreation/Community Center. So things are continuing, which is great news!

**New Business:**

The Strategic Plan was reviewed, and the many positive changes suggested by the Strategic Plan were highlighted. Those include a redesigned website, “outward facing” books for increased awareness, engaging the community with the Scoping Study, increased outreach at the schools and at events (Trunk or Treat with the Bookmobile and crafts at Senior communities), increasing the number of hours the library will be open (new hours after Labor Day), and a Circulation Manual to help the many substitutes we use. Also, bi-weekly staff meetings with staff sharing, increased connectivity with new fiber optic equipment, and Shelf Talkers. There are still some unmet needs (a marketing plan and increasing accessibility), but they will roll over to the next strategic plan.

The Trustees thanked Jane for organizing the Strategic Plan into a document that was workable, with identifiable goals and ways to meet those goals. For the next Strategic Plan there was a discussion about whether to hire a consultant to help and whether to tie the

new Strategic Plan to the plans for the proposed physical expansion of the library. Jane will research what other libraries in the same situation have done, as well as people who might help with organizing a new Strategic Plan campaign and get back to us next month.

**Old Business:** None

**Adjourn:** The meeting was adjourned at 8:25 p.m.

**Next meeting:** February 26, 2024 at 7:00 p.m.