

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FEBRUARY 25, 2025

UNAPPROVED

Present: Charity Clark, Shari Westman, Karla Karstens, Steve Perkins, Diane Downer, Barbara Mieder, Brian Goodwin; Librarian: Bonnie Lord-Meunier; Town Manager: Erik Wells

Staff Report: Allison Benkwitt, Cataloging Technical Services Librarian

Allison shared that she is in charge of cataloging all materials for the library, including on-line materials. She also adds the spine labels and gets materials ready for student workers to finish processing. When researching items, she sometimes downloads records from other places, keeping track of how often that happens so there aren't any unnecessary fees. She catalogs the Library of Things and added that there are costumes for Halloween, lighting supplies for photography, and a thermal camera. Allison also removes weeded items from the catalog. She supervises the inventory process, with volunteers using hand-held barcode scanners, and is happy to report only a few books that are missing. Sometimes items are misplaced, but often they are found somewhere else. Allison has also worked to individually label some multi-volume sets, to make it easier for patrons to find what they are looking for.

Allison has been working on the Religion section, changing it so the items are shelved chronologically. She also has been working in the Biography section and with Adult Graphic Novels. With the later two genres, bringing some items front facing has led to more books being checked out. Her favorite part of her job is cataloging, helping patrons find the things they are looking for, and collection development.

Barbara added that she likes the monthly stickers with different colors on the New Books and also the Vermont Author labels.

Thank you, Allison!

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

Treasurer's report: No major transactions. Shari is going to look into VLA membership for the Trustees, something we've had in the past but has seemed to have lapsed.

Friends of the Library report: The Friends have not met since our last Board meeting. They will be meeting again in March.

Current Budget Report:

Goal for December is to have 50% spent. We are a bit over on the Bookmobile due to the original battery dying. Training and conferences will catch up once VLC registration is live. A couple of other lines are a little underspent, such as the furniture line, although there are a few items earmarked for various areas in the library that could catch that line up. The book line is catching up pretty fast; in November we were about 4-5% under the target, but the winter publishing trends are driving the use of that line. Janitorial is under still. Jane worked on getting a quote for window-cleanings before she left, and I have been working on that as well.

Librarian's Report:

January Library Statistics There is an 8% increase in registered patrons. **Almost to 5,000!** Electronic circulation is up 27%. Hoopla is down 10% which is good – we made changes to reduce the cost per circ with Hoopla a little over a month ago. Questions are also down a little across the board, although less so for telephones this past month. Internet use and Wi-Fi use is increasing. Although there were fewer youth programs, attendance was good. Adult programs and attendance increased in January as well.

New Business: No New Business

Old Business: No Old Business

At 7:34 p.m. there was a motion to move into Executive Session.

MOVE that we enter executive session to discuss the employment of a public employee under Title 1, Section 313(a)(3) of the Vermont Statutes and invite Town Manager Erik Wells to join. PASSED.

At 8:05 p.m. there was a motion to move out of executive session and back into open session. PASSED.

Meeting Adjourned at 8:07 p.m.

Next Meeting: Monday, March 17, 2025, at 7:00 p.m.