

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES MARCH 17, 2025

UNAPPROVED

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

**Absent:** Brian Goodwin

**Election of Officers:** A motion was made to name Charity Clark as Chair, Karla Karstens as Secretary, and Shari Westman as Treasurer. Seconded. Approved.

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

**Treasurer's report:** No major transactions.

**Friends of the Library report:** The Friends are working on rewriting their By-Laws and creating a Memorandum of Understanding between the Friends and the Trustees. Planning is also underway for the Book Sale. The Friends have decided to use Little Green Light as a software package to keep track of donations in preparation for the potential Capital Campaign for the library addition/expansion. The Friends finalized details of the annual Staff Dinner and donated some Golden Dome books. The Friends will be sponsoring a program in April on Magic.

**Village Vibrancy Project Status and Next Steps:** The Library Expansion/Addition is on the agenda for the Selectboard meeting on February 18 at approximately 7:40 p.m. This is a time for the Selectboard to determine if there are any elements of the Village Vibrancy Project (Library Expansion/Addition and Town Green enhancement) that they do not think should be part of the package going forward. CPG, the firm that has been hired to evaluate the potential of a Capital Campaign for the project, needs to know where the Selectboard stands going forward so the amount necessary for funding does not change midway through fund-raising. Once that is clear, CPG will hold a series of interviews to assess the potential of a Capital Campaign and help set a goal for the campaign. This would happen in April and May, and a report of their findings would come in June. Trustees are encouraged to attend the Selectboard meeting if available.

**Budget**

We don't have an official budget report available this month. The goal is to have 33% of the budget remaining (67% spent) for February.

**February Statistics**

We're inching ever closer to 5,000 patrons!

A decrease of 8% in patron visits from February of last year; a similar decrease in circulation. While not entirely weather driven, we did have some rougher snow days (and school closings) in February which may have contributed to the decrease.

Overall, digital circulation is increasing except for hoopla, which is a good thing. The trend in hoopla is due to changes we made in January to help keep the unpredictable cost-per-circ charges within our budget. There's been a really great increase in eMagazine use. There's a wonderful selection, if you haven't checked it out, with magazines across all different topics.

Reference questions are down just slightly, but phone and email transactions are trending up.

Computer and Wi-Fi use continue to trend up a little. Our new website had lots of hits!

Programs saw a decrease, which I think can in part be attributed to some of the weather and closures as well. We did end up having to cancel programs such as music even when the library was open, because it was unsafe for the presenters to come in.

### **Town Festival – Library Presence**

The Library has staffed a table every year at the Town Festival on Green Up Day. This year, it will be on May 3rd. Most years, we have an activity or handout at the table. In the past, this has included making wildflower "seed bombs," a seed library, and recyclable crafts. We have also done a StoryTime on Town Festival Day.

This year, it might be a good idea for the Trustees to spend some time at the table. It may be a good opportunity to have a handout and a visual about the Village Vibrancy Project and be available to answer questions and talk up the project. Emily from Planning and Zoning also mentioned they have a brochure-holder stake that we could put out if we wanted to have a brochure there. There's still time to think about this, and it depends on what happens at the Selectboard meeting, but it is something to start thinking about.

### **Staff Report:** Kristina McSalis, Circulation Librarian

Here are some things to know since my last time talking to you last May:

The Fletcher Free Library has finally joined Homecard. We had some bugs dealing with holds for about 2 months because they were let into the Homecard group in our catalog, but we got through it with some temporary fixes, and now all seems to be going smoothly. It's great to have them on board!

I recently found a training program for Shelf-Readers that I hope to implement with our current Shelf-Readers as well as new Shelf-Readers when they come on board. The Director is the trainer for Shelf-readers, so I will be sharing this with Kevin once he starts.

I received an email from a patron a couple of weeks ago, asking if we had an Attraction Pass for the Catamount Family Center. We did not, but now we do because I told Roeki and she jumped on it and acquired a free pass for us! I asked her if it was ok to mention this to you because she won't be here with you until September, and I knew you'd want to know!

I had a patron ask me about the walking paths in Williston, so I pulled out our map and showed them, but realized quickly that they were very out of date (from 2004). I contacted Sarah Mason (Town Clerk) and she brought a stack of maps, but those were dated 2012. Until there is an updated map, this is what we have.

I've organized two staff outings since October - a movie and we went to see Sweeney Todd on March 6<sup>th</sup>! We are now trying to decide what to do for our Holiday outing, which the Friends provide for us every year.

Kristina also had the latest version of the Staff Picks! Brochure and passed them out to everyone.

Since May we have had some displays that have really moved and energized many of our patrons! Lacemaking (June), Williston/St George Artists (July), Artwork from children from Kyrgyzstan (Fermata – August), Finding Hope Within – Incarcerated Female Artists in VT (November), Stuffed with Stuffies (January), and the most surprising and amazing was the Barbie Display (September)!

There were so many comments about all of these displays, and Kristina shared a letter written by a patron about how moved they were about the Barbie display.

The 9<sup>th</sup> Annual Staff and Volunteers Arts and Crafts Display is up in the Foyer right now! Thank you to everyone who has contributed to this display! We have representation from all of our various volunteer groups which is so wonderful! I am so grateful for our staff and volunteers, especially you - - our Trustees Dream Team! Thank you for all you do!

Thank you, Kristina, for all you do and especially how you respond to requests from patrons. Bravo!

**New Business:** Diane wondered if we would consider providing books to the Women's Prison in South Burlington. Barbara said the Vermont Humanities Program has a presence there and run reading programs.

**Old Business:** No Old Business

At 7:40 p.m. there was a motion to move into Executive Session.

MOVE that we enter executive session to discuss personnel issues. APPROVED.

At 7: 45 p.m. there was a motion to move out of executive session and back into open session. APPROVED.

There was a motion to spend at most \$800 from the Trustee Account on the items discussed while in Executive session. APPROVED

**Meeting Adjourned at 7:50 p.m.**

**Next Meeting:** Monday, April 21, 2025 at 7:00 p.m.