

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR MARCH 18, 2024

UNAPPROVED

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

Election of officers: The current slate of officers (Charity Clark, chair; Karla Karstens, secretary; and Shari Westman, treasurer) was renominated and unanimously voted into office.

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

Treasurer's report: Shari Westman reported no transactions.

Friends of the Library report: The Friends will hold their next meeting on April 1.

Current budget report: The Trustees looked at the January and February budget reports. Our current budget target is 67%, and everything looks on track.

Librarian's report:

February statistics:

- Library usage continues to grow. Of particular note is the fact that electronic circulation is now 23%.
- Magazine usage continues to rise along with e-books and audio books.

VTLIB Treasury Capital Grand Application

- Jane submitted a grant for \$1.39 million. There were 70 applications from around the state, but at least one will be awarded in each county. We should hear if our grant proposal is successful by late spring.

FY25 Budget:

- The Select Board will be discussing the budget on March 19. The library requested a 4.4% increase, which was less than many other departments. We will now have to wait to see what and when the town next proposes.

Staff report (Kim Peine, IT/Interlibrary Loan Librarian reporting):

- She has submitted a grant request for Wi-Fi updates and expansion to allow more patrons to use the services at a time.
- She is reviewing new wiring to workstations to allow for the changeover to IP phones at a future date.
- She has changed over the Fire Alarm system so that it is more stable, and instead of just using a phone line that we shared with our fax line, the library now has an internet connection and Wi-Fi backup, decreasing false alarms from line issues.

- She has overseen the replacement of very old fiber line connecting us to the town and to our internet provider.
- She applied for and received a grant for MS Office 365 for the staff and has since moved everyone over to this version, giving web-based access to all MS products, saving approximately 3k a year on licensing fees.
- VOKAL has added 3 new libraries: Cobleigh, Winooski and Whiting and are talking with Kellogg-Hubbard. There are now 67 libraries out of the state's 185 libraries. About 36% of all VT libraries are using VOKAL.

Library Expansion/Renovation Planning:

- The Trustees discussed the formation of a committee to work with the architect to plan the proposed addition. This committee would meet twice a month. The Trustees suggested that the committee should have representatives of the Historical Society, the Friends, youth, young professionals, and library patrons.
- The Trustee members will be Karla Karstens, Steve Perkins, and Barbara Mieder.
- Barbara will ask the Friends at their next meeting to nominate a member.
- Jane will discuss membership with the Historical Society, and she will also seek out community members and ask them to present the Trustees with letters of interest.
- The goal is to have the committee in place after the April Trustees' meeting.

New Business:

- **Strategic Plan:** It was moved and approved to engage Mara Soule as the facilitator for the strategic plan using the discretionary funds from the Community Foundation endowment.

Old business: None.

A motion was made to go into Executive Session at 8 p.m. The Trustees came out of Executive Session at 8:10 p.m.

- It was moved and approved to spend \$800 on the items under discussion in Executive Session.

Adjourn: The meeting was adjourned at 8:15.

Next meeting: April 15, 2024, at 7 p.m.