

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES APRIL 15, 2024
UNAPPROVED

Present: Shari Westman, Karla Karstens, Charity Clark, Steve Perkins, Barbara Mieder, Diane Downer, Brian Goodwin; Librarians: Jane Kearns and Allison Benkwitt

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

Treasurer's report: No transactions.

Friends of the Library report: The Friends are working on the Book Sale. Jerry Ortego will be the Friend's representative on the Library Expansion/Renovation Planning Committee. The Friends published a letter in the Williston Observer during Library Appreciation Week thanking the staff and volunteers for all they do.

Current budget report: The March Budget was unavailable. A corrected February Budget was presented.

Librarian's Report:

- **March Statistics:** Registered patrons and patron visits are up from last month. Circulation is also up. Overdrive Advantage audio book and e-book usage is monitored carefully to find the right balance between having patrons able to access titles and watching the bottom line, budget-wise. People are enthusiastically reading the e-magazines. Interlibrary loans are back up. Wifi usage is up 23% and program participation remains healthy.
- **FY25 Budget Update:** The Re-vote for the Town budget will be May 7 with an informational session the evening before at WCS at 7:00 p.m. Library reductions presented in this version were a reduction in the Library Bookmobile Replacement capital budget request by \$10,000 and a removal of the request for \$4200 for the Library Substitute hours which has been included to expand the library's hours.
- **General Update:**
Thank-you for all the wonderful treats, cards and appreciation for National Library week. Everyone really loved the Macaroons and gift cards.
Eclipse Day went well. 5 staff worked and appreciated the 2 hour closure to watch the eclipse.
Open student assistant positions are posted. Two are students are graduating but will continue working until mid-August.
Brown electric came and swapped out burnt out lights, removed ballast and replaced with LED – about 16 lights. Also added a light in storage aisle in basement as we were using a flashlight to find books.

Staff Report: Allison Benkwitt, Technical Services Librarian

Allison gave a run-down on the things she's been doing since she last reported to the Trustees. She does a lot of cataloging – books, Audiobooks, DVDs, Playaways, Wonderbooks, etc. Once she's done, students do the rest of the work to prepare the items for circulation (wrapping books, adding call numbers, etc.). Allison also weeds books and helps get repaired items back into circulation. She has helped with the Library of Things and wants more people to know what is available (cake pans, bird watching kit, laser tag, etc.) so they can check things out. She also creates the rules and/or permissions for certain items. Allison highlighted 2023 Biographies and that led to a large increase in circulation for those books. She is working on displaying our Graphic novels and attended webinars on new and essential Graphic novels. She also attended the NETSL on-line conference and learned about critical cataloging, which was about revising subject headings.

Library Expansion/Renovation Planning

The Trustees currently do not have the authority to create committees, so there will be a change in the By-Laws to allow that. Jane will work with John Hemmelgarn to create the charge for the committee. Jane will post a request on behalf of the trustees for two community members to sit on the committee and ask those interested to submit a letter of interest telling us why they want to serve. We will interview interested community members before our next meeting (Monday, May 20) starting at 6:30 p.m.

New Business: Review Library By-laws and Policies

Jane presented a new By-Law to create ad-hoc committees and proposed changes for the policies, which the Trustees reviewed. The Board made a motion to approve the addition to the By-Laws and Policies revisions at the next meeting. Motion passed.

Old Business: None.

Adjourn: The meeting was adjourned at 8:23 p.m.

Next meeting: May 20, 2024 at 6:30 p.m.