

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES MAY 20, 2024

UNAPPROVED

Present: Shari Westman, Karla Karstens, Charity Clark, Steve Perkins, Diane Downer;
Librarians: Jane Kearns and Kristina McSalis; Community Member: Lauren Miles

Absent: Barbara Mieder and Brian Goodwin

Approve Board of Trustee By-law Amendment & Policy Updates: A motion to approve the By-law Amendment and Policy Updates was made and seconded. PASSED.

Approve DAML Schematic Design Advisory Committee Charge: A motion to approve the DAML Schematic Design Advisory Committee Charge was made and seconded. PASSED.

Interview Schematic Design Advisory Committee Members at Large:

Lauren Miles talked about why she is interested in serving on the Schematic Design Advisory Committee. She has school-aged children that are frequent library goers, and she also has an architecture background, which makes her an excellent fit for the committee. She loves the coziness and warmth of the library and wants to see that continue with the expansion. Lauren was appointed as a Member at Large for the committee.

Schematic Design Advisory Committee Formation is complete:

Trustees: Barbara Mieder, Karla Karstens, Steve Perkins

Friends of the Library: Gerry Ortego

Williston Historical Society: Aron Merrill

Community Member at Large: Lauren Miles

Staff support: Jane Kearns and other staff as needed.

Professional Staff: Black River Design, John Hemmelgarn

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

Treasurer's report: No transactions.

Friends of the Library report: FODAML Volunteers have stepped up to screen donations on all of the Monday & Wednesday evening 5-7pm slots, which is a big help. Everyone is gearing up for the book sale. Also, we are doing well with Thrift discards and in-library bookshelf sales: 2023 Sales outside of July 4 sale days: \$1335.07, so the work that goes into packing unsold books up after the Book Sale is worth it. FODAML sponsored a Southern Vermont Natural History Museum event on April 26. Twenty-four people enjoyed the tarantula, rats, turtle and hawk.

Current budget report:

Jane wanted to clarify from the March meeting that the utilities line included Electric, Water, Sewer and Stormwater.

The March 2024 Budget was presented. The goal is 75% of the budget spent. Things look on track. The Bookmobile had some maintenance on the liftgate, all Staff attended the VLA Meeting, which was the Training, Conferences and Fees line, Computers are good, and the carpets will need to be cleaned.

Librarian's Report:

April Statistics: Electronic circulation was up 24%, eMags are also up, as are Hoopla and Reference questions.

- **General Updates:**

Personnel - We are interviewing for the two student positions. The two graduating students will be leaving in mid-August so there will be a comfortable overlap. Danielle Doucette, Youth Services Assistant, will be leaving July 19th. We are happy that she will continue in the library as a substitute. We are planning to post her position in early July with a goal of hiring someone by the end of August.

Grant Award – The Vermont Public Library Foundation (VPLF) Winnie Belle Learned Fund awarded a Grant in the amount of \$2,500 to Bonnie Lord for a Parenting Book Club & Reading Adventures. The Parenting Book Club will be moderated by a paid facilitator. It will be three 3-month series with once-a-month meetings for parents/caretakers of specific age groups. Reading Adventures will take place at the same time as the Parenting Book Club in a different part of the library. These reading adventures will give the adults time and room to talk freely while fostering a love of reading for the children.

Bookmobile – We are gearing up for neighborhood service! The Bookmobile will also be present at special events, such as the Kids to Park Day last Saturday. There are issues with the Bookmobile's lift gate that have been repaired.

Facilities – There was an unexpected \$3500 repair to the air conditioning unit which services the Vermont Room, and it is now working.

Purchase – We are planning to order a new bookshelf for “New Books/Large Print” using \$4000 from the Donations line. This involves removing the conduit pole which runs down the center of the units. The unit will be mobile in the light oak currently used with other shelves in the library (like the new curved graphic novel shelves in the Youth area purchased last year) so it will be useful and flexible in any new space.

The differing size of the units has been problematic and especially on the Large Print side, the shelves have a lip that swallows up the books.

Staff Report: Kristina McSalis, Circulation Librarian/Volunteer Coordinator

Kristina brought out the colorful trifold that was up during National Library Week. People could write down *What Drives You to the Library?* There were a lot of fun responses by library patrons. Kristina expressed how wonderful the VLA Conference was and that it was great that everyone could attend. The Volunteer Appreciation Celebration will be Thursday, June 6 at 6:00 p.m. Ice Cream will be served! Please RSVP by Monday, June 3. Kristina passed out Mango Bookmarks. She ended with a fun story about the snowman cards that have been present at the library for some time.

New Business: No New Business

Old Business:

Strategic Planning Update – Mara Saule has met with the staff twice and we are scheduled to meet for a longer session on June 6. There is also going to be a session with the Friends in June. She would like to have a half-hour with the Board during our June meeting to discuss strategic planning. The Trustees agreed to start the June 17 meeting at 6:30 p.m. so this can happen.

Library Director Evaluation: Charity met with Erik to discuss the timeline for Jane's evaluation. On June 3 the Staff evaluation will be distributed, due June 14th. This will be shared with the Trustees with the names of the Staff members removed. On June 7 Jane will complete her Self-evaluation which will be shared with the Trustees. On June 17, during the Trustee Board Meeting Jane's evaluation will be discussed.

Adjourn: The meeting was adjourned at 7:50 p.m.

Next meeting: June 17, 2024, at 6:30 p.m.