

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES JUNE 17, 2024
UNAPPROVED

Present: Shari Westman, Karla Karstens, Steve Perkins, Diane Downer, Brian Goodwin, Barbara Mieder;
Librarians: Jane Kearns and Sarah Hibbeler; Library Consultant: Mara Saule

Absent: Charity Clark

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

Treasurer's report: No transactions. Shari has received a record of all recent transactions, and everything is up to date.

Friends of the Library report: The Friends have been busy sorting books for the Book Sale. The Friends help sort books on Monday and Wednesday evenings and that has been helpful and very appreciated. Sign up to volunteer for the Book Sale at the front desk.

Strategic Planning Exercise: Mara Saule talked about Strategic Planning for DAML. This is great timing for a new Strategic Plan, as it will link with the work done on the library expansion. Mara noted that DAML does not really have a effective Mission Statement (What we need to do today) or a Vision Statement (What are we looking for in the future) and creating those will be a goal.

Mara has met with Jane and the Staff on brainstorming sessions. SWOT – Strengths, Weaknesses, Opportunities, and Threats.

The Trustees threw out ideas in each category. Some things that were mentioned (not all) are:

Strengths – Community feel (We are the “Cheers” of libraries!), welcoming and responsive staff, many Outreach programs, natural light, great programs for adults and youth that have good attendance

Weaknesses – Need more space and possibly extend the library hours, parking, a private space for Staff, lack of a “hang out” area with soft seating and possibly coffee and snacks, more meeting spaces

Opportunities – We can continue to grow our electronic offerings but still be a space that people want to visit.

Threats – Lack of parking and eating into the green space, will the town vote in favor of a Bond for the expansion.

Mara will continue to work with Jane and the Staff and will attend the August 19 meeting.

Current budget report:

The April Budget Report was presented, should be at 83% spending. We are currently in the May/June budget spending and Jane is cognizant of where we are as we near the end of the fiscal year. The Training/Travel line is up a bit because of the VLA Conference, the carpets were cleaned in May, and the Property Insurance was underestimated. Jane is hopeful we can spend all our funds for the year appropriately.

Librarian's Report:

May Statistics: Patron visits are up; Circulation was down a bit. Overdrive e-books/audio books are up, as are e-mail and telephone inquiries. Program attendance is steady.

- **Act S220 Updates:** Bill **S.220 (Act 150)** becomes effective July 1, 2024. The change with the greatest impact on DAML will be the lowering of the age of confidentiality from 16 to 12. Staff is planning and preparing for the change and plans to educate patrons on what this change means. Since we do enter birthdates in the system when a youth account is created, it will be possible to identify which accounts need to be changed. Youth can give their parent/guardian permission on their account by request. Plan to update Library policies to reflect change next month.
- **General Updates:**
 - Act 133 (S.55) amendments to Open meeting law take effect July 1, 2024. Board of Trustees is a non-advisory board and will be required to record meetings in audio or video and to post the recordings for 30 days following approval of the official minutes of the meeting which was recorded. Hybrid meetings can be offered by request.
 - Joined Palace Project through Department of Libraries - Our Palace instance is now active in Aspen and Koha. If someone chooses a Palace title from Aspen or Koha, they will need to use the Palace app to use it. Excluding the open access titles they have included in the project; the collection contains 8000 titles (audio and eBook). To put it in perspective, Overdrive contains over 40,000 titles.
 - New student assistants have been hired: Brooke Auriemma (starts June 24) and Hannah Daudelin (starts July 8)

Bonnie Lord is getting married on June 22nd and just graduated with her 2nd master's from Vermont State University: M.A. Ed. which included a track in Digital Media Instruction.

Staff Report: Sarah Hibbeler, Outreach Librarian

Sarah took us on a field trip to see Dottie, our Bookmobile. This was great, as the Bookmobile was outfitted to start its first run of the summer the next day. The Trustees thought it looked great and loved the signage and how things were organized. It was also nice that there were a lot of forward-facing items for patrons to see and consider. Good luck to all that are involved with the Bookmobile this summer!

Schematic Design Advisory Committee Updates

The first meeting was June 13. After introductions, Jane reviewed the Open Meeting Law and the charge of the committee. John Hemmelgard (Black River Design) summarized how the process will work. He passed out the space needs survey and the scoping study summary, which will be the starting points for the committee. He distributed rough site plans that were developed previously, including two possible placements for the entrance. Determining where the entrance will be is the first order of business and will be decided at the next meeting.

In the meantime, staff are working to look at the needs for each indicated space in preparation for a more detailed consideration of how each space will look.

New Business: No New Business

Old Business: No Old Business

Executive Session: The Trustees moved to enter Executive Session at 8:10 p.m. to discuss the Library Director Evaluation. The Trustees moved to exit Executive Session at 8:20 p.m.

Adjourn: The meeting was adjourned at 8:20 p.m.

Next meeting: August 19, 2024, at 7:00 p.m.