

## **DOROTHY ALLING MEMORIAL LIBRARY**

TRUSTEE MINUTES FOR JULY 17, 2023

UNAPPROVED

**Present:** Karla Karstens, Diane Downer, Charity Clark, Steve Perkins, Shari Westman, Brian Goodwin, Barbara Mieder; 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:** Barbara Mieder reported that the Book Sale went well and we made approximately \$7500. Prices were raised this year and worked out well. Thanks to all who volunteered to move the books, set up, work the days of the sale, and clean up. A special thank you to the school staff who helped load the pallets of leftover books into the truck to take them to xxx. Diane suggested the Trustees sign a card to be given to the Friends thanking them for all they did to make the event a success.

**Current budget report:** Jane presented the June budget report. The goal is 100% and we should end almost exactly on budget. Books seem over, but with the money we received from St. George, that should be on track. Expenses included repairing the lift for the Bookmobile and getting the windows cleaned.

**Librarian's report:**

**Statistics:** Patron visits are up and circulation is up. Interlibrary loans are up and that is mainly due to Bookclub kits. Youth Programs are way up!

**General updates:**

- Roeki DeMaria is settling into her position as Patron Services Librarian, and the new student hiree, Julia Fullerton, will start on August 7, so then all the transitions in personnel will be complete.
- Jane has completed half of the staff evaluations, with the remainder in the Fall.
- There was a tile that fell because of a leak related to the air conditioner in that part of the library. As a precaution, the front air conditioner was inspected, and it is fine, but there was a bit of a dust-up during the event and now there is a hole in the ceiling that needs to be repaired.
- There is also a bit of an issue with drainage on the patio because of the tree roots and some holes in the roof that have been patched successfully for now, but will need to be repaired.

**Staff report:** Allison Benkwitt, Technical Services Librarian, reported.

- There have been changes in her duties with Debbie gone and Roeki on board.
- Roeki is now doing the newsletter (with an excellent 45% opening rate)

- Allison is doing all of the cataloging, including traditional and non-traditional items. She took a workshop on cataloging non-traditional items to learn more about how that works.
- There has been a large-scale weeding effort and also work on replacing lost and missing items.
- Allison has been going to online events to learn about new ideas for graphic novels (Bill Waterson) and biography.
- At the VLA meeting Allison learned about a new way to organize the 200s (religious books).

The trustees expressed appreciation for all Allison does and also her efforts to continually educate herself on current trends in graphic novels and other book genres and to adapt to her new responsibilities.

#### **Scoping Study Steering Committee Report:**

- The scoping study met on Thursday, July 13 and the results of the Community Spaces Survey Part 2 were presented. It was not surprising that there was strong interest in a pool.
- The high response rate for the survey is a plus – it is in the public mindset and the information will be valuable going forward.
- Jane made a copy of the results that pertained to the library so everyone could read them. There was a lot of interest in library spaces and great feedback. Additionally, some ideas about things that could be incorporated into the library presently.
- Next steps will be Jane connecting with Mara and the staff to see if there should be and changes to the library proposal based on the survey feedback.
- Jane will make a presentation to the Scoping Study committee on the nitty-gritty of the needs for the library expansion.

#### **New Business:**

- There was a motion made by Barbara, seconded by Brian, that the Trustees will not meet in August unless a special need for a meeting arises.

**Old business:** None.

**Executive session:** Mistakenly included in the agenda from last meeting – NA.

**Adjourn:** The meeting was adjourned at 8:15, with special thanks to Diane for the ice cream treats.

**Next meeting:** September 18, 2023 at 7:00 p.m.