

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES SEPTEMBER 16, 2024  
UNAPPROVED

**Present:** Shari Westman, Karla Karstens, Steve Perkins, Diane Downer, Charity Clark, Barbara Mieder; Librarians: Jane Kearns and Roeki DeMaria; Black River Design: John Hemmelgarn; Library Consultant: Mara Saule; Town Manager: Erik Wells

**Absent:** Brian Goodwin

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

**Public Comments:** None

**Black River Design Architects Schematic Design Updates:** John started off by showing everyone the floor plans for the library expansion. He noted there will be two entrances, one from the parking lot and another pedestrian entrance from the direction of Williston Road. Both entrances open to a lobby and circulation desk and the large Community Room space (which would be accessible after hours for meetings). Up a half flight of stairs is the new Adult fiction and YA, the Library of Things and a gallery that would connect you to the Youth areas with a Wiggle Room and Mother's room. Additionally, there will be a STEAM room and computer room. On the second floor there will be meeting rooms and the Adult Collections. Parking will be behind the library. John also showed a plan for the Town Green that involved adding sidewalks, a small parking lot by the Schoolhouse, and a small park area near the Thomas Chittenden statue. Views of the library from the road, town green, and entrance were also shown.

The Trustees were happy with the floorplan, but there was a discussion about how the parking lot would work, especially during school hours. Also, some discussion about the changes to the Town Green, which would make it more of a destination and encourage people to use the green more. A side note is that with the current plan, the view of the Town Green from the road would remain the same, as the parking lot would be blocked by the library.

The Trustees thanked John and his team for their work.

**Strategic Plan Mission/Vision Goals & Objectives Draft feedback:** The Trustees agreed that the Vision Statement was much improved. They had a bit of trouble with the Guiding Principles as they are so similar to the goals. Perhaps combining them into a paragraph would work better. Everyone liked the inclusion of the Objectives and Sample Activities but wonder of those may be called Strategies or Possible Activities.

The Mission/Vision Goals & Objectives will continue to be worked on and presented at the next meeting, with a possible approval in October. The finished document will include a timeline and a method to determine if goals are being met. It was also noted that input from the community came from the scoping study.

**Library Director Position Description and Search Process:** Erik outlined the process for hiring a Library Director to replace Jane after she retires in December, following the guidelines from the

MOU. Jane updated the job description and that will be posted soon, with a 3-week application window. Erik will do an initial review of the candidates and there will be interviews of the top 5 – 6 candidates at the end of October. The top 2 or 3 candidates will then have a more extensive day visiting the library and meeting with staff and others. The finalists will be interviewed by the Trustees on November 12 and final recommendations will be made by the Trustees on November 13. The Trustees will reschedule their November meeting to November 13 to be more efficient.

Karla, Diane, and Barbara volunteered to be part of the search committee. Erik will also be reaching out to get a member of the Friends and/or Community to add to the committee.

**Treasurer's report:** No transactions.

**Friends of the Library report:** The Friends have agreed to renew the subscription to Book Pages magazine for another year. Thank you!

**Current Budget Report:** The June budget was presented, with a goal of 100% spent. Things look great. Still trying to get the windows cleaned.

#### **Librarian Report**

**August Statistics:** No surprises. Things look good. There was an 8% increase in the number of new patrons. Jane continues to monitor Hoopla, which continues to have a steady increase. It is popular because you don't have to wait for audiobooks.

Jane has also been busy with updating the Library Director job description, working on the Strategic Plan, and providing all the background for the Capital Campaign Feasibility Study.

**Staff Report:** Roeki will present next month.

**New Business:** No New Business

**Old Business:** No Old Business

**Meeting Adjourned at 8:48 p.m.**

**Next Meeting:** Monday, October 21, 2024, at 7:00 p.m.