

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR SEPTEMBER 19, 2022

UNAPPROVED

Present: Karla Karstens, Diane Downer, Shari Westman, Charity Clark, Steve Perkins (remote); Librarians Jane Kearns and Kim Peine.

Absent: Brian Goodwin, Barbara Mieder.

Secretary's Report: The secretary's report was approved without correction. Diane Downer agreed to take minutes in Secretary's absence.

Treasurer's Report: There were no new transactions.

Friends' Report: Friends initiative to cover fee for registering a Free Little Library was publicized on Front Porch Forum, Library social media, the Observer, and the monthly newsletter.

Current Budget Report: Trustees reviewed July and August Budget status. Came in below August Goal of 16% spent but on track for spending at this point in the year.

Librarians' Report:

- General Operations Update:
 - Maddie Evans returned to College and had been working 19 hours/week as a valued sub. Library has a solid line-up of morning volunteers who also have been working occasionally as subs. They have now all transitioned to subbing at the circulation at desk instead of volunteering in the mornings, following best practice in Libraries.
 - Our major book vendor Baker & Taylor was down for almost 3 weeks due a ransomware attack. Back now but impacted workflow for 3 weeks.
 - All Staff will be taking a Town coordinated KnowB4 training for security awareness.
 - Videoconferencing grant from 2013 had a balance which had been carried forward for many years. We used it up to purchase new TV and media cabinet for Community Room.
 - Book drop was damaged at delivery. Still working out resolution with this.
 - FY24 Budget review pushed out to October – no budget sheets from Town yet.
 - Adult programs: Labor Day weekend Movie grab bags were a big hit. Movie on the green had about 20 people for a lovely evening.
 - Youth programs: Bonnie had a table at fairy tale festival – Little Red Riding Hood theme. Really popular event and DAML table was visited by at least 89 adults and 136 children.
 - Planning an Oct 24 Staff in-service which will have speaker from Howard Center. Library will open early and use subs to operate as normally as staff meet that morning.

- **August Library Statistics**

Solid increases in patron visits, wifi use and electronic resource access as things return to normal. Streamed Audiobooks are extremely popular. Hoopla budget issue was resolved successfully by lowering patron limits from 4 loans to 3 loans per month. Noted increase in email transactions and decrease in e-magazine access compared to this month last year.

Staff Report:

- Website Survey: Thanks to everyone for taking the time to evaluate. Results are in line with what Jane and I have been discussing. Have taken steps to scale down Research items and make pages more consistent.
- Aspen: More libraries coming onto Aspen, some are HomeCard giving patrons from other libraries the ability to place holds by themselves. This is a popular feature and has reduced email to the daml email from patrons from other libraries asking us to place items on hold for them. New' badge on items added to the catalog in the last week. Aspen will now display a badge when a saved search has new titles within the patron's account so users have a visual indicator that there is something new for them to check out. 'It's Here' turned on. Aspen Lida App. 336,000 page views last month in Aspen – around 11k per day.. Most used categories:
 - New Adult Fiction – but this is the landing page, so numbers are high
 - New YA
 - Children's Books
 - Mysteries
 - New DVD
 - NYT Best Sellers – Fiction
 - New Large Print
 - New Audio
 - Most titles clicked within a category:
 - New Adult Fiction
 - Mysteries
 - Historical Fiction
 - New DVD
 - NYT Best Sellers – Fiction
 - New YA
 - New Audio
 - Children's Books

New Business: Board supported sending letter of appropriation for FY24 to St. George Select Board requesting same amount of support as in previous two years - \$4500.

Old business:

- Re Year-end Budget Report (still not finalized but should be close). Jane confirmed with the Town Finance Director that there will be no more spent for insurance. FY22 amount was a one time favorable variance due to billing cycle changes.
- RFQ for Community Center Scoping and Library Assessment Project.
Town staff is currently reviewing proposals from architectural firms to partner with the Town on the Community Center Scoping and Library Assessment Project. Erik will be asking the Selectboard at their next meeting to consider an additional allocation of ARPA funds of up to \$40,000 for the project.
- Board agreed to work on talking points for Library Board to use related to study at our next meeting - starting with talking points used in presentation in support of funding for Scoping study at Select Board meeting last December.

Adjourn: The meeting was adjourned at 7:55 p.m.

Next meeting: October 17, 2022, at 7:00 p.m.