

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR OCTOBER 16, 2023

UNAPPROVED

Present: Diane Downer, Charity Clark, Brian Goodwin, Shari Westman; Librarians: Jane Kearns and Kristina McSalis

Absent: Barbara Mieder, Karla Karstens, Steve Perkins

Secretary's report: The secretary's report was approved.

Treasurer's report: No transactions.

Friends of the Library report: Jane reported that the Friends did not meet in October. Their next meeting is November 6th. Friends increased funding for Monthly Book pages from 50 to 100. This week is Friends of the Library appreciation week. The trustees moved to allocate \$50 for Brian to pick up chocolates for the Friends' next meeting.

Current budget report: Jane presented the July and August reports and the draft report for September. Jane confirmed that the report from last month included numbers for August, not July. Insurance is being paid in installments now; Jane to check in regarding the schedule.

Librarian's report:

Statistics: In general, the Library statistics appear to be back to pre-pandemic numbers. Electronic circulation is holding steady at around 18%. eMagazines circulation is up. Libby has a new magazine carousel.

General updates:

- Ron Hernandez touched up the faded Globe on rear of the Bookmobile (he removed globe and just left doors).
- Red Rock repaired the Staff bathroom ceiling – there is now safer access for maintenance with a larger opening.
- A new people counter is being installed in the front vestibule. This counter uses video to identify the number of people who enter; faces are blurred. The counter is more accurate and less expensive than the iso infrared counter. This will make it easier to count 40,000+ yearly visitors.
- With advance help from other staff, Jane and Bonnie cleaned and organized the basement. There is now open shelving for storage of Library items. The cleaning staff will clean the floor.

Staff report: Kristina McSalis, Circulation Librarian, reported.

- New staff have been trained (Roeki, volunteer shelf readers); a new sub is coming on board.
- Kristina organized and restructured the Circulation Procedure Manual. Next she will work on the General Operations Manual.
- In recent reorganization of responsibilities, Kristina picked up Lost & Missing procedures and streamlined the process. She is also gathering some of the patron data for Library statistics.

- Kristina created a new Incident Report Sheet – there is an electronic template on the Z drive that staff can complete.
- The Staff Picks Brochure is coming out in December. Kristina will start creating it shortly. Trustees are invited to check our “Reading History” and send our favorites to Kristina by email at kristina@damlvt.org.

Scoping Study Steering Committee Update

- Jane reported that the Scoping Study Steering Committee is meeting Wednesday night. Jane received the draft report on Monday.
- **Trustees are encouraged to attend** a Special Selectboard Meeting on **Monday, October 30th at 7pm at the Williston Central School Auditorium** for a community presentation on the work of the Community center Scoping & Library Assessment Steering Committee; the meeting will be recorded. In addition, the members of the Selectboard are coming to the Library for a tour at 6pm on October 30th. Trustees are invited to be at the Library when they arrive.
- ARPA funds are being considered for consultant services for site selection and design and could cost in the \$125,000 range.

New Business

- 2024 Staff Holidays – No adjustments needed.
- Board Meetings to be re-scheduled – we need to re-schedule meetings that fall on MLK Day and Presidents’ Day. To be discussed at the November meeting.
- FY25 Draft Capital Budget – approved as proposed.
 - Current estimates for the cost of a new Bookmobile are coming in significantly higher than what has been budgeted.
 - With increased costs in mind, we moved to approve a new Capital Savings Plan setting aside \$9,500 per year for FY25-FY28. This is up from \$8,700 we have been saving annually. The motion was approved.
 - Additional funding will need to be secured.
 - Sarah has scoped out Sprinter vans and has more to report at the November meeting.
 - Library is just starting research for Bookmobile replacement in FY28 or FY29
- FY25 Draft Operations Budget
 - This discussion was tabled until the November meeting when all data is available.

Old Business

Adjourn: The meeting was adjourned at about 8:15pm.

Next meeting: Monday, November 20, 2023 at 7:00pm.