

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR OCTOBER 17, 2022

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Diane Downer, Shari Westman, Charity Clark, Brian Goodwin, Barbara Mieder; librarians Jane Kearns and Allison Benkwitt

Secretary's report: The secretary's report was approved without corrections. Barbara thanked Diane for taking minutes in September.

Treasurer's report: There were no transactions.

Friends of the Library report: Barbara reported that the next meeting of the Friends will be on December 3 to decorate the library for the holidays. She encouraged all Trustees to attend and help out. The Friends received a generous donation of \$5000 from the estate of Marion Bickford, a longtime volunteer who was very interested in the large print collection. Discussions about the book sale continue, particularly in ways to perhaps save money on table and fan rental. So far there have been no takers on registration of any Free Little Libraries in Williston.

Budget report: The current budget was not available.

Librarian's report:

- General operations:
 - * The damaged book drop has been finally returned. A replacement is expected in 4-5 weeks.
 - * The Department of Libraries is offering a strategic plan training session, and Jane plans to attend.
 - * Federal capital needs funds are coming to Vermont, but the details of the grants are still unclear. The Trustees are interested in knowing whether these funds might enable the library to replace the bookmobile earlier than expected.
 - * The youth programs offered have been very successful, especially the planetarium.
 - * There are several interesting adult programs coming up.
- RFQ for Scoping Study update:
 - * A contract has been awarded but not yet announced.
 - * There are ten applicants for the four open positions on the committee. Interviews are coming up soon, and the first committee meeting should be in December.
- September library statistics:
 - * We are on track to be adding more patrons this calendar year.
 - * Circulation is up 5%, and patron visits up 30%.
 - * Internet and computer use is up as eBooks and eMagazines. Hoopla use was down, but patrons are now limited to 3 uses per month.

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

- Some foreign language materials have been added.
- Series books in the children and youth section have been relabeled with spine labels for series numbers.
- Two volunteers have been helping with processing.
- At the request of a patron concert DVDs are being added.
- New biographies are coming in November.
- She has been helping Deb Roderer with inventory. This helps find missing books.

New Business:

- Draft Operating Budget:
 - * The Town guidelines decreed a general increase of no more than 5% with any increases in services or staffing to be submitted separately.
 - * It was moved and approved to submit the draft to the Selectboard.
 - * Jane shared a proposal to increase the hours the library is open by adding six hours per week. The library would open at 9 instead of 10 a.m. This is in response to requests by community members. It would increase the library budget by \$4350.
 - * It was moved and approved to submit this request along with the operating budget.
 - * Jane shared a proposal to increase the position of Assistant Librarian from part-time to full-time. This is needed to enable both the Assistant Librarian and the Librarian to complete their assigned duties. Currently the Assistant Librarian works 28 hours/week, and this proposal would increase those hours to 40 hours/week for a total increase (including benefits) of \$50,600.
 - * It was moved and approved to submit this request along with the operating budget.
 - * The Trustees made clear that the change in the Assistant Librarian's position was the more important of the two requested increases in services and staffing.
- The Trustees reviewed the Library Facility Needs talking points.
- Staff holidays: January 1, 2023, falls on a Sunday. The Trustees voted to close on Monday, January 2. December 24, 2023, falls on a Sunday. The Trustees asked Jane to poll the staff as to whether they would prefer to close on December 26 or use that as a floating holiday
- The Trustees opted to meet January 23, 2023, and February 13, 2023, as their regular meeting dates fall on federal holidays.

Old business: None

Adjourn: The meeting was adjourned at 8:25.

Next meeting: November 21, 2022, at 7 p.m.