

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES OCTOBER 21, 2024
UNAPPROVED

Present: Shari Westman, Karla Karstens, Steve Perkins, Diane Downer, Brian Goodwin, Barbara Mieder; Librarians: Jane Kearns and Roeki DeMaria; Library Consultant: Mara Saule; Town Manager: Erik Wells

Absent: Charity Clark

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

Treasurer's report: No transactions. Sherri is going to investigate the idea of transferring some of our Trustee Account money to 6, 9, or 12 month CDs.

Friends of the Library report: The Friends met and chose December 3 at 1:00 p.m. as the time for decorating the library. They will be helping with the Gingerbread House activity in December. They will also be electing officers for the year. It was noted that this week was Friends of the Library Appreciation Week, and it was decided that there would be a card and chocolates for the Friends to thank them for all they do to support DAML.

Strategic Plan Mission/Vision Goals & Objectives Draft feedback: Jane distributed the one-page (back-to-back) Dorothy Alling Memorial Library Strategic Plan 2024 – 2027 for approval. There is also a long version with more background and details which Jane will have available as hard copies for the Trustees. This process was started in May 2024, with guidance from Mara Saule and many meetings with Jane and the Staff and is a very polished document. It also includes a methodology for tracking progress each year and provides Staff with a reference to set their annual goals.

There was a motion to Approve the Strategic Plan as submitted. Motion Passed.

Thank you, Mara, and all the DAML Staff for your work on this important document.

DAML Schematic Design Committee Updates: Karla reported that there was a meeting with Kathy Schaw, representing the Band, about placement for a performance venue. There was also a meeting with Greg Marino and Gary Marckres from CVSD to discuss how the changes in the Green would affect parking and traffic flow at WCS. The Committee met on October 15 to discuss reactions from the public after the walk around and Selectboard presentation. There will be further changes to the plan for the Town Green that will be presented at the next meeting. An update from the Committee will be submitted as an editorial to the Williston Observer. A longer document, with the history of the Library Renovation and Expansion project from January 2023 to the present, along with the Charge of the Schematic Design Committee and updates, will be included in the Monthly DAML Newsletter and published on Front Porch Forum and other sites.

Capital Campaign Feasibility Study Update: Erik presented highlights from the report from CPG Enterprises, Inc. on the library's readiness for a Capital Campaign.

Some next steps will be to create a Timeline, develop a Case Statement, and create a Gift Acknowledgement process for the Library Director, and updating or creating fundraising policies. Having a simple annual fundraising campaign with a mailing would establish a giving precedent, perhaps commemorating the 120th birthday of the library in October 2025. This could help in creating a donor database. The next phase will be an update in December or January.

Staff Report: Roeki DeMaria, Patron Services Librarian, gave us an update on what she's been working on over the past year. Her role includes the Newsletter, compiling statistics, and collection development for audio and magazines. She passed around some new pamphlets she created (which included photos she took of library

items) and shared some of her new favorite magazines (some for YA) and encouraged us to check out the Adult Graphic Novel section. She also gave us some statistics on the number of people who open the newsletter (a great 42% open rate) and talked about the Library of Things and the success of some of the items. Thank you, Roeki!

FY26 Capital and Operating Budget Review: Jane presented her work on the Operating Budget. Overall, it has a 4.1% increase. She went through each line and explained a bit why there were increases or decreases as needed. For the Capital Budget, the amount set aside for the Bookmobile is proposed to be \$35,000. Costs for a replacement Bookmobile are expected to be \$300,000 in 2028, when it is expected to be replaced. Even with the money that's been put aside, there will likely be a gap that will need to be covered for the new Bookmobile.

There was a motion to Approve the FY26 Capital and Operating Budget as presented. Motion Passed.

Current Budget Report: The July and August Budgets were presented. We continue on target (4% for July and 14% for August).

Librarian's Report:

Follow-up on the US Treasury Grant – We were not awarded any money. However, the HUD Grant that we thought we would not qualify for because we weren't "rural" now seems to be a possibility. That will be in 2025. Hopefully something will come from that Grant and the application process should be a little easier, since much of the needed information has already been gathered for the US Treasury Grant.

September Library Statistics – Electronic circulation is up 24% and continues to be monitored. The e-mags are up 122%. There were 43 new patrons. Programs had a slight dip, but that seems to be very dependent on what the particular programs are from year to year.

New Business: No New Business

Old Business: No Old Business

There was a motion at 8:25 p.m. to go into Executive Session. Approved. The Executive Session ended at 8:37 p.m. After the Executive Session there was a motion to spend up to \$1000 for a gift and Open House/Reception for Jane Kearns to celebrate all she's done for the library and wish her a Happy Retirement.

Meeting Adjourned at 8:38 p.m.

Next Meeting: Wednesday, November 13, 2024 at 7:00 p.m.