

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR NOVEMBER 21, 2022

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Diane Downer, Shari Westman, Charity Clark, Brian Goodwin, Barbara Mieder; librarians Jane Kearns and Sarah Hibbeler; guests Mara Saule and John Hemmelgarn from Black River Design; Erik Wells, Town Manager; public observer Sherry Pidgeon

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

Black River Design Introduction: Jane introduced John Hemmelgarn from Black River Design and Mara Saule, the library consultant. The Scoping Study for a possible future community center and library has begun. Black River Design has started a "listening and asking" phase. They have studied the library's "talking points" as well as the lists of programs sponsored by the library which Jane prepared. They asked for input from Trustees as to what they would like to see in a new library. Trustee input:

- a bright, open, welcoming space
- the importance of a location in the village
- someplace walkable and bikeable
- more workspace for staff and a lunch/break room
- human scale
- remain the "heart of the community"
- sense of safety for children
- more program space
- more accessible to more people, i.e. should it be on a public bus line?
- Historical Society collection
- more book and computer space
- more parking
- some people might like a satellite location
- display space
- a good architectural fit with the village
- accessibility for everyone

After hearing this input, John reminded Trustees that all these ideas might not be compatible, but he appreciated the ideas put forward.

Treasurer's report: There were no transactions.

Friends of the Library report: Barbara reminded Trustees that the Friends will be decorating the library for the holidays on December 3 and urged Trustees to participate.

Budget report: The October budget was not available, but the Trustees looked at the September budget. The target was 25% and the actual expenditures were 22%.

Librarian's report:

- Statistics:
 - ✓ The report now includes programs.
 - ✓ It also shows actual numbers as well as percentages.
 - ✓ The Trustees approved the sample quarterly report Jane shared with the Select Board
- Operations:
 - ✓ The new book drop is in place. The library received a 10% discount because of the damage the book drop incurred in delivery.
 - ✓ There was a staff in-service program which included “Lunch with Libby” and a presentation by the Howard Center Outreach Program.
 - ✓ Jane spoke at the Rotary about banned books and the new scoping study.
 - ✓ On December 9 is the Chittenden County librarians’ breakfast.
 - ✓ As part of the scoping study structural and mechanical engineers have visited the library. There will also be a staff engagement session on December 5.
 - ✓ Deb Roderer has announced her retirement after 36 years at the library! She plans to retire in April. The Trustees unanimously agreed that she would be very much missed.

Staff report: Sarah Hibbeler, Outreach and Patron Services Librarian reported:

- She is currently visiting 4 independent living communities and 5 childcare facilities each month. She also delivers materials to home-bound patrons.
- At the senior centers she does a “pop up” library. She issues library cards and answers questions. She also leads a book discussion at one center.
- She takes the bookmobile to the childcare centers.
- She is continuing the online book discussion group, and she is planning for some hands-on programming in the future for the independent living communities.
- Her biggest challenge is staying healthy while interacting with vulnerable populations.

New Business: The Trustees decided to do the Board self-evaluation on an every other year basis.

Old business:

- Jane reviewed the operating FY24 budget with Erik Wells. The budget is within the 5% increase requested by the Select Board.
- Erik approved our request to make the Assistant Director’s position full-time. This request will be part of his budget in the amount of \$35,000.
- Our second request for additional substitute hours will not be included this year.
- The staff has requested that we close the library on December 26, 2023, in lieu of giving the staff floating holidays. Other holiday closures were discussed at the October meeting.

Adjourn: The meeting was adjourned at 8:30.

Next meeting: December 19, 2022, at 7 p.m.