

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR FEBRUARY 11, 2019

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Jude Hersey, Charity Clark, Diane Downer, Barbara Mieder, Marti Fiske (Librarian), Kathy DeLuca (Patron Services Librarian, McKew Devitt (guest)

Absent: Brian Goodwin

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

Treasurer's report: There were no transactions this month. The Trustees discussed membership in the Vermont Library Association and whether this should be Board membership or individual memberships. After some discussion it was decided to have individual memberships, but Karla will wait to send in a check until after the election.

Friends of the Library report: The Friends didn't meet this month, but they did receive a check for \$500 for the concert at the Old Brick Church.

Budget report: The budget target is 58 %, and everything looks fine.

Staff report: Kathy DeLuca reported:

- She is a part-time employee at 25 hours per week.
- She oversees patron services (both outside of and inside the library), adult programming, and the large print collection.
- In her role as Outreach Librarian she visits three senior centers and leads two book discussion once a month. She helps seven patrons with home delivery of library materials. She visits the memory care facility and shares materials. And she has just started visiting Williston Woods with the bookmobile.
- The cost of large print books is increasing (about \$10 more than regular print), and she may need a larger budget in the future.
- She has a budget of \$3250 for adult and multi-age programming, and she organizes on average 18 programs per month. Some of these include: Mah Jongg afternoons, book discussions, movies, tech nights, current events discussions, tech tutor, Cook the Book, Put Your House on a Diet series, writing series, substance abuse book discussions, and script reading. Coming up are programs on Paleo-Indian sites in Williston and financial education.

The Trustees discussed the content of these programs and other aspects of Kathy's job.

Librarian's report:

- Statistics: Many of the numbers look abnormally high when compared to January 2018, because the library was closed for two weeks in January 2018, due to flooding. The Trustees questioned whether *Wowbrary* should become part of the library's newsletter or whether there are other ways to make patrons more aware of the site.

Old business: A motion was made to approve version/draft 3.2 of the Strategic Plan. It was passed unanimously.

New business:

- A. Policy review: The Trustees reviewed the library policies and made several small changes (mostly typographical). The changes will be voted on at the March meeting.
- B. National Library Week: National Library Week is in April as is National Library Workers Day. The Trustees will discuss ways to honor our librarians at the March meeting. Diane suggested an activity for National Library Week might include a display of patrons' responses to the cue: "My library led me to ..."
- C. Diane suggested that the Trustees consider a mentor program for new Trustees. She also asked that we consider a job shadowing program so we all have a better idea of the jobs performed by our staff. Steve suggested that job shadowing needs a good plan and a buy-in from all concerned. No decisions were made.
- D. Elections: There are three people running for two open Trustee positions: Karla Karstens, Diane Downer, and McKew Devitt. Jude announced that she is considering resigning her position.

Hot programs: The writing series continues February 14 with a program called, "Tools of the Trade."

Adjourn: The meeting was adjourned at 8:30.

Next meeting: March 18, at 7 p.m.