

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR FEBRUARY 13, 2017

UNAPPROVED

Present: Karla Karstens, Kathy Fernee, Steve Perkins, Kristin Caterer, Jude Hersey, Barbara Mieder; librarians Marti Fiske and Deb Roderer

Absent: Jeff Dannies

Secretary's report: The secretary's report was approved with one correction: Under staff reports it should read: "She is *completing* her first year as treasurer of the Vermont Library Association."

Friends of the Library report: The Friends have not met since the January Trustees' meeting; however, since that meeting they sponsored the concert at the Old Brick Church which resulted in a profit of about \$900.

Budget report:

- The budget target is 60%, and everything looks good.

Staff report: Deb Roderer, Assistant Librarian, reported on her job duties:

- She completed the Annual report for the Department of Libraries in January.
- The Public Library National Survey is due soon. There is some problem with how other libraries compile their data so the most useful part of this survey is how we compare ourselves to ourselves.
- She oversees the technical services at the library.
- She orders and maintains the audio collection as well as the magazine collection
- She tracks missing and lost items.
- She is the chairperson of the VOKAL cataloging committee. There are 58 libraries in the consortium and she helps with training and mentoring. She also helps resolve problems and concerns with the cataloging.

Librarian's report: There were no surprises in the statistics, but there seemed to be more "ups" than "downs" this month with the numbers.

Old business:

- A. Community Volunteer Fair Update:** Karla has spoken with the Town Manager and there doesn't seem to be a need at this time for more volunteers on town boards and commissions. The Board agreed that Marti's addition of a *Community Connection* to the monthly newsletter is a good idea. Although Karla and Kathy Deluca had set a tentative date of May 20 for a Volunteer Fair, it was decided not to pursue it further. Although there are other organizations in need of volunteers, the original idea was for volunteers for town boards and commissions.
- B. Budget:** There is nothing new concerning the budget. If the budget passes on Town Meeting Day, the rugs will be replaced and the window seats will be reconfigured to allow for more space. The Circulation Librarian position will become full-time as of

July 1. This means that Marti will need to look more closely at scheduling, particularly for Saturdays.

New business:

- A. The position being vacated by Angela Bernard has been advertised and there are already 5 applicants for this 25 hour a week position. Angela's last day is February 23.
- B. Marti distributed information on outcome-based statistic measuring. We already collect a lot of statistics which are "hard" numbers such as how many people attend programs. Now we will look at how programs have affected patrons, not just how many attended but the impact that the program had. This will involve a lot of surveys to assess how we are impacting people's lives. Kathy Fernee cautioned not to get too carried away with the process as it can be quite subjective. At the moment this is being done for the Department of Libraries, but eventually it will help with future strategic planning for our library.
- C. Marti will send out her self-evaluation to the Board prior to the March trustees' meeting. Karla will work on sending out the staff and board surveys via *Survey Monkey*.
- D. This was Kathy Fernee's last board meeting and she was thanked by the entire board for her many contributions to the library including her years as chair of the board.
- E. Marti reminded the Board that the volunteer breakfast is scheduled for Thursday, April 20. The Board voted to allot her an annual amount of \$325 to subsidize the breakfast.

Adjourn: The meeting was adjourned at 8:10.

Next meeting: March 20, 2017, at 7 p.m.