

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR MARCH 20, 2017

UNAPPROVED

Present: Karla Karstens, Jeff Dannies, Steve Perkins, Kristin Caterer, Jude Hersey, Brian Goodwin, Barbara Mieder; librarians Marti Fiske and Kim Peine (IT, Reference and Inter-Library Load librarian)

Secretary's report: The secretary's report was approved with no corrections or additions.

Friends of the Library report:

- The April 22 program sponsored by the Friends will be a family-oriented program on astronomy.
- This year's book sale will be in the old gymnasium at the school due to the scheduled school construction project. The same company will be used again this year for the remainders.
- The Friends are looking for someone to take a look at the financials of the Friends for fiduciary purposes.

Budget report:

- The budget target is 66%, and everything looks good. The fees for the Vermont Library Conference will come from the donations line as the conference line was depleted because of Marti's attendance at the Harwood Institute. The fees for telephone service are up due to the town's new phone service.

Staff report: Kim Peine reported:

- She has been working on the new version of Koha. It will have a "forgot password" feature; it will enable the library to send text messages to patrons; it will have a patron privacy feature which will let patrons delete their borrowing history; and it will have an option for parents to see the items checked out by their children.
- She has looked at the ALA Privacy Guidelines and feels that the DAML is in good shape.
- The library's webpage continues to get a lot of "hits" and the most popular pages are: Kids' Space, Download a book, the newsletter and trustee minutes.

Librarian's report:

- There were no surprises in the statistics. One Click eBooks are down, and Marti will review the figures before renewing the subscription service.
- Building report:
 1. The gutter over the gallery was damaged in a winter storm and needs to be replaced. Marti is getting estimates at a covered gutter for replacement
 2. The living room area reconfiguration is complete including a new television and a recharge spot.

3. Electrical work needs to be completed to add a monitor behind the circulation desk to replace the digital picture frames which the library has been using to scroll information about programs, pictures of programs, etc.
4. New comfortable furniture will be purchased to place in the adult reading room, and eventually the old furniture will be reupholstered to match.
5. The window seats will be removed to add additional space.
6. A request for bids will go out soon for the carpet replacement which was approved on Town Meeting Day. Hopefully the carpet can be installed at a time for the least disruption in library services.
7. At a later time, smaller tables which are hard-wired will be purchased to replace the large tables in the reading room, and the large DVD shelving will be replaced with something smaller.

Old business:

- The first round of interviews to fill the technical services librarian position have been completed. Two people will be coming back for a second interview at which time there will be an opportunity for the staff to talk with them. Both prospects are well-qualified with MLS degrees.
- The circulation librarian position will go full-time on July 1.

New business:

- The current officers were nominated and elected to continue in their offices:
 Karla Karstens, Chair
 Jeff Dannies, Treasurer
 Barbara Mieder, Secretary
- As treasurer, Jeff reported that the annual report from the Community Foundation shows an approximate increase of 9% in our endowment fund. This year's distribution went directly into the checking account, and there will probably be no need to take the distribution next year.

Executive Session: The board voted to go into executive session at 7:45 to discuss the self-evaluation of the Librarian. Executive session concluded at 8:20.

Adjourn: The meeting was adjourned at 8:20.

Next meeting: April 17, 2017, at 7 p.m.