

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR MAY 15, 2017

UNAPPROVED

Present: Karla Karstens, Jeff Dannies, Jude Hersey, Brian Goodwin, Barbara Mieder; librarians Marti Fiske and Jill Coffrin (Youth Services Librarian)

Absent: Steve Perkins, Kristin Caterer

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

Friends of the Library report:

- The Friends discussed the location and needs of this year's book sale. The tables will be set up on Friday, June 30, and moving (books) day will be on Saturday, July 1. Volunteers are still needed.
- The library will be open on Monday, July 3. The trustees moved to close the library at 6 p.m. on that day.

Budget report:

- The budget target is 83%. Some lines that look lower than normal have items on order. The postage line is low because of the change to a courier service for inter-library loan. The courier service will continue next year.

Staff report: Jill Coffrin reported:

- It is good that the library is back to a full staff since Allison's arrival.
- Tuesday After-School Program update: a regular cycle of monthly programs was instituted; attendance on Tuesdays is almost double that of other afternoons; and the staffing was changed to have two youth librarians on duty.
- Families seem appreciative of the Tuesday programs that the library is offering, and the librarians are getting to know the students better.
- Tuesday programming will continue next year.
- The librarians are working on adding opportunities to register on line for programs.
- The library is signing up for Lincoln Center on Screen which is a program to show screenings of performances at Lincoln Center using the library's video conferencing equipment and a new sound bar.
- The theme for the summer reading program is "Build a Better World" and the librarians have some exciting ideas for programs.
- The Youth Librarians are working with Kathy DeLuca, the Outreach Librarian, on creating more multi-age programming.
- The summer Bookmobile schedule will run from June 20 to August 30. The library is currently advertising to hire an assistant (9-10 hours/week).

Librarian's report:

- Statistics: There are the usual ups and downs.

Old business:

New business:

- The library will be used to film a commercial for the “Race to Win” program sponsored by Heritage Ford. The Town Manager has set the following stipulations: neither the library’s nor the town’s name can be used; there must be proof of insurance; and no town money can be spent.
- **The Strategic Plan:** We are halfway through the plan and this is an update of what has been accomplished so far:
 - **Lifelong learning:** There has been expanded programming including evening movies and a lot of outreach programs including the new Lincoln Center on Screen.
 - **Connect to the Online World:** The technology has changed since the days of Wikis and Blogs and more social media is being used. Many tech programs are being offered such as the “Tech Tutor.” There are fewer hardware users but more Wi-Fi users, and connecting Wi-Fi to printers is a work-in-progress.
 - **A Comfortable Place:** The space reconfiguration is underway. The gallery space is continually being used.
 - **Other initiatives:** A new logo was created and is being used. Increased staffing has been approved. Interactive communications have been improved (you can now “pin” programs on personal calendars). The institution of community forums is overdue. This will perhaps happen during the July 4 weekend or in the fall.
 - In general, we are doing well in complying with our plan.
- The Board moved to skip the July meeting of the Board of Trustees.
- The program on cable alternatives is scheduled for Wednesday, May 25. This is being offered at the request of community members.

Executive Session: The board voted to go into executive session at 8:03 to discuss the evaluation of the Librarian. Executive session concluded at 8:08.

Adjourn: The meeting was adjourned at 8:09.

Next meeting: June 19, 2017, at 7 p.m.