

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR MAY JUNE 18, 2018

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Charity Clark, Diane Downer, Jude Hersey, Brian Goodwin, Barbara Mieder; librarian Debbie Roderer (Assistant Director)

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

Treasurer's report:

- Checkbook balance: \$16,874.84
- Savings balance: \$1,951.21

Friends of the Library (report by Debbie in Marti's absence):

- No Book Sale this year. The logistics of holding the sale in the library and not the school seemed daunting. Additionally, the next day (July 5) Very Merry Theater is doing a presentation which is a large program and that complicated the situation. The community seems OK with the decision. The Friends will make some funds available to the library to buy books for the summer reading program that they usually are able to pull from Book Sale donations.

Budget report (reported by Debbie):

- The budget target is 92%. Marti is spending down lines where she has control. Travel is low this year because the Library Conference was in Vermont and also since Marti is the VT representative for the ALA her travel is covered. Postage is down again because of the courier service. The fenceposts will be replaced this summer from the maintenance line.
- Everything is in good shape and there will be no negative balances at the end of the year.

Staff report: Debbie Roderer reported on things she's been doing:

- Working on magazine renewals which means juggling dates because some magazines are weekly, some monthly, etc.
- Also weeding the Vermont Collection after the reorganization of the Historical Society space after the carpeting and new arrangement of the displays.
- Updating the Emergency/Disaster plan. The plan is also stored at the Fire Station, the Historical Society and other town offices.
- Taking care of the Interlibrary loans with Kim gone on vacation
- Compiling the end of the year statistics

Additional news/reports:

- The Bookmobile starts June 19. Jill, Kathy, and Libby Marshall will all go out on the routes. Libby is a sub/volunteer and her salary will be paid by the Friends. Lauren Palmer will also be helping with the Bookmobile.

- The Summer Reading program is off and running! This year the sign-up was a week earlier which meant it wasn't so overwhelming at the end of the year. Participation numbers look good!

Librarian's report (Debbie):

- Statistics: There seem to be more overall decreases and that is a trend that other libraries have commented on.
- E-book numbers may be low because there are not a lot of offerings available
- Interlibrary Loan may be down because before a lot of places knew they could get books from us but now there is a new system for the loans that tries to even it out among all the different libraries.
- Wowbrary! is great. Perhaps to get more people to sign up there can be an "Ask Me About Wowbrary!" table during some more popular programs (perhaps staffed by a volunteer) and patrons could get help signing up for the service.

Old business (Debbie):

- **Proposed schedule for Strategic Plan 2019 – 2023**

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|-------------------------|------------------------|--------------------|
| Staff and Trustees | Review statistics | end of August |
| General Public | Survey of aspirations | end of September |
| Community Stake Holders | Meeting on aspirations | end of September |
| Staff | Retreat for responses | October In-service |
| Trustee/Staff Committee | Write Plan and Present | November 19 |
| Trustees | Vote to adopt plan | December 17 |

- Input from the general public and community stakeholder will be more along the lines of what they would like to see in Williston (not necessarily for the library) and after input is gathered the Strategic Plan will revolve about how the library's role in seeing aspirations happen.
- Electronic surveys will also be sent out to get more input
- If there are major revisions the vote can be in January

New Business:

A. Debbie shared some of the difficulties with having a time limit of one hour for computer usage. Having more flexibility for certain situations would be helpful. The proposal is to replace XIII: 4: e with the statement below:

"Time limits for public use computers may be set to allow more equitable access to the general public. When setting standard time limits, the Director and the Information Technology Librarian will take into consideration usage statistics, available technology, known public needs and known user habits. Standard time limits may be temporarily extended at the request of the public and at the discretion of staff after consideration of the above conditions."

- Trustee discussion was favorable towards the new policy

- Perhaps look into the possibility of an “Express Computer” for the future

B. The account at TD Bank was closed and a new Municipal Account and Savings Account have been created that will be administered by Town Clerk Deb Beckett. Requests for withdrawals/reimbursements will be made by Marti and signed by the Treasurer and then sent to Deb Beckett to complete. Rather than having to wait until a meeting to approve all expenses, it would be helpful to have blanket permission to write checks for expenses under \$500.

Motion by Jude Hersey: “Any payments under \$500 do not require a vote by the Board of Trustees.”

Seconded by Brian Goodwin.

Amendment by Steve Perkins: “The Treasurer or Board Chair can sign to authorize payment of expenses.”

- This would allow for expenses to be paid if the Treasurer is unavailable and is similar to the fact that previously the Treasurer and Board Chair were co-signers for the Library account.
- Brian was concerned about oversight and suggested both the Treasurer **and** Board Chair sign off on expenses but agreed to Treasurer **or** Board Chair (as proposed) once it was pointed out that Marti, Treasurer/Board Chair, and Deb Beckett would all be involved in any transaction so there would be appropriate safeguards for the funds

Charity Clark moved to vote on the Motion as Amended, seconded by Jude Hersey.

Motion **PASSED** unanimously.

Adjourn: The meeting was adjourned at 8:05.

Next meeting: August 20, 2018, at 7 p.m.