

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR AUGUST 21, 2017

UNAPPROVED

Present: Karla Karstens, Brian Goodwin, Steve Perkins, Jeff Dannies , Barbara Mieder; librarians Marti Fiske and Alison Benkwitt (Technical Services Librarian)

Absent: Jude Hersey Kristin Caterer

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

Friends of the Library report:

- The July 4 book sale had a profit of just under \$7000. **The Trustees want to formally thank the Friends and other volunteers for all their hard work.**
- A suggestion was made that instead of replacing some of the tee shirts that have gone missing over the years that the Friends might think of using brightly colored smocks, aprons or vests.
- The fall program sponsored by the Friends will be a reenactment of Daniel Webster. This is scheduled for September 30.

Budget report:

- We are only one month into the new fiscal year so there was little to discuss.

Staff report: Alison Benkwitt reported:

- She started at the DAML in mid-April after working primarily as an academic librarian.
- Her main duty is cataloging materials but she also edits the bi-monthly newsletter, adds book summaries for the library column in the *Observer*, processes magazines, orders supplies, and works at the circulation desk about two hours per day.
- So far she is enjoying working with the staff and community.

Librarian's report:

- The statistics for June were down just a bit.

Old business:

- There was no old business.

New business:

A. Review of end-of-year statistics

- The Trustees reviewed the year-end statistics. The staff is getting ready to do its regular "purge" of patron's cards so the 5270 patron figure might be a bit high.
- The circulation was 129,454, a 1% increase over last year.

- There was a 3% increase in patron visits.
- Hardware computer use is down but Wi-Fi use is up.
- The complete comparison of figures will be examined at a future meeting.

B. Review of programs

- The August 21 **Eclipse Viewing program** was extremely successful. Between 10 a.m. and 3 p.m. 643 people visited the library.
- The estimate was that 400 people attended the program on the Green.
- The librarians answered 241 reference questions primarily about the eclipse.
- They answered 172 phone calls.
- They distributed 1000 pairs of eclipse glasses.
- The **summer reading program** was also very successful.
- There was a 14% increase in youth group (up to 5th grade) participation with 5213 hours of reading.
- Teen participation was up 5% with 2900 hours of reading.
- There was a total of 9129.5 hours of reading with 411 participants.

C. Fiscal year 2016-2017 Budget

- At the conclusion of the year the library had spent 98.5% of its allotted budget. The Trustees congratulated the Librarian on her good fiscal management.

D. Community Forum

- This was suggested in the Strategic Plan and is scheduled for the evening of November 6.
- The library is looking for feedback on: space reconfiguration, programs, library materials and formats, and online offerings/technology.
- There will be general discussion first and then small group discussions with door prizes to encourage people to attend.
- There will be a general invitation but also special invitations to people who worked on the strategic plan. The goal is 15-20 people.
- The role of the Trustees will be to come and listen.

E. Carpet Project

- A request for bids has been sent out to 8-9 companies in the northern Vermont area.
- Bids are due September 28 and installation is scheduled for January or February.

F. Building Maintenance Review

- The Trustees reviewed the list of projects undertaken during the past few years.

G. Interns

- The library had an intern from UVM working in the library for six weeks this summer under the guidance primarily of Deb Roderer.

Hot Programs

- Marti reminded the Trustees of the *Reach In and Reach Out: Peace in our Community* program coming up.

Adjourn: The meeting was adjourned at 8:18.

Next meeting: September 18, 2017, at 7 p.m.