

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR SEPTEMBER 17, 2018

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Charity Clark, Jude Hersey, Brian Goodwin, Barbara Mieder; librarians Marti Fiske and Jill Coffrin.

Absent: Diane Downer

Secretary's report: The corrected secretary's report was approved.

Treasurer's report: Karla Karstens reported a balance of \$18505.51 in the checking account. A request to allocate \$546.60 for Deb Roderer to attend a conference on small and rural libraries was approved at the August meeting, but since then she received a scholarship so the amount was less. Karla also shared a letter from Deb Roderer expressing her thanks and telling about the conference.

Friends of the Library report:

- The existing slate of officers was proposed for election at the next meeting.
- They will be sponsoring a program on October 13 called "The Future is Now."
- They will be sending off three pallets of books weeded from the collection to Thrift Books to make more room in the basement until the next book sale.
- Funds were approved (to augment the operating budget) for staff to attend a conference in the spring on rural and small libraries.
- The Friends will also pay for lunch for the staff on their in-service training day for strategic planning.

Budget report:

- The target is 17% and everything looks good.

Staff report: Jill Coffrin, Youth Librarian, reported:

- This is the second year of after-school Tuesdays. There has been a lot of positive feedback from families regarding the programs the library offers on these days. Jill is responding to student needs by offering a cartooning club as well as enabling eighth grade students to complete their community service requirement at the library.
- There has been a growth in demand for library materials dealing with diversity. She has plans to lease some young adult books to augment the collection.

Librarian's report:

- Statistics: Due to Deb Roderer's absence only the basic statistics were available.

Old business:

- A. Strategic plan: Marti has already received 137 responses to the strategic plan questionnaires. She had summarized these for the Trustees. Something which was often mentioned (25 of the 137 responses) was the need for more recreation

services, a bigger library, and a community center. Of the 137 responses 43 say that Williston already meets the criteria for an ideal community.

B. Operating budget: The Trustees looked at the draft proposal:

- There is a pay increase for the substitute librarian to \$13.50/hour and an increase in hours to 160/year (for time both within the library and on the bookmobile). This year the Friends paid for the additional hours; next year it will be part of the budget request.
- The training/conference expenses will be matched by the Friends so that all the staff can attend the spring conference on small and rural libraries.
- The collection line has increased due to the addition of Hoopla, Wowbrary and more audio-books.
- The increase in building maintenance allows for the cleaning of the HVAC ducts.
- The computer support line represents increased Wi-Fi bandwidth.
- The date of the October meeting with the Select board will be sometime in October.

New business:

A. It was moved and approved to honor Kristina McSalis's request for money not to exceed \$3200 to attend the LA conference in Washington, D.C., in June, 2019. These funds are from the disbursement from the Community Fund endowment.

B. Capital Budget: It was moved and approved to submit the following two requests:

- \$7500 for the bookmobile (yearly request for eventual bookmobile replacement)
- \$22,250 for DVD shelving for FY 2020

C. Trustee self-evaluation: Barbara will send Steve the original Word document for him to reformat and send out to Trustees. This will be discussed at the October meeting.

“Hot programs” coming up: “Health Education End-of-Life Care” on September 27, 12:30-1:30. Similar related programs will be offered at a future date.

Adjourn: The meeting was adjourned at 8:10.

Next meeting: October 22, 2018, at 7 p.m.