

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR SEPTEMBER 19, 2016

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Jude Hersey, Kathy Fernee, Jeff Dannies, Barbara Mieder; librarians Marti Fiske and Kathy DeLuca

Absent: Kristin Caterer

Field trip: After the meeting was called to order, the trustees went outdoors to look at the south wall where the vapor barrier may have failed. The wall may need to be replaced, and the money will come from the maintenance line of the budget which will push that line over the allocation. Marti is concerned that things are going so slowly because the entire wall including the insulation may need to be replaced before winter sets in.

Secretary's report: The secretary's report was approved as written

Friends of the Library report:

- The Friends discussed the profits from the book sale. It has been their practice to donate up to 10% to a charitable cause (last year this was the bookmobile). It was suggested that the Friends support a library in Louisiana this year which suffered loss due to the flooding. Marti will research this.
- The Friends are sponsoring a program by Luis Vianco on bicycling on October 22.
- The Friends approved the underwriting of hiring substitute librarians (especially on Mondays in June) to support Marti and other librarians to aid in preparation for the book sale.

Budget report: The target is 16% and everything seems to be in line.

Staff report: Kathy DeLuca, Patron Services Librarian, reported:

- Working at the front desk is the favorite part of her job.
- She maintains the large print collection and is pleased that some books are now being released in large print format at the same time as in smaller print format.
- She is in charge of adult and multi-age programming and has been concentrating her efforts on multi-age programming to accommodate families. Some of the most successful of these programs have been community service.
- A new program is beginning on the second Wednesday of the month starting in October. This will be a technology program led by personnel from the Vermont Technical College. The first program will deal with Instagram and mobile apps.
- The monthly book discussion and the inter-generational reading program continue to be very successful.
- She is going to be applying for Vermont Humanities Council Speakers' Bureau and Book Discussion programs.

- She delivers library materials off-site to patrons who are unable to get to the library. She also takes the bookmobile to senior centers to deliver books as well as programs.
- She drove the bookmobile in the summer and was pleased to report that the snacks from the Williston Food Shelf were well-received.
- She is continuing to work on her library certification.

Librarian's report:

- The statistics show a 26% increase in circulation in August.
- Interlibrary loans are up 59% which shows that the new courier system is paying off.
- Kathy Fernee questioned whether these increases mean we should start thinking of an addition to the library (or a new branch library). It was decided to wait until the next strategic plan to address additional space needs. However, the need for increased staff hours is critical and this is an item in next year's budget.

Old business: There was no old business.

New business:

- A. Rotten wall: this was discussed at the beginning of the meeting.
- B. Board self-evaluation: The self-evaluation forms were distributed and discussed. Trustees are asked to complete the form for the October meeting where this will be the sole agenda item.
- C. Capital budget: The three items are what were discussed at the August meeting – bookmobile replacement, carpet replacement, and DVD shelving. A motion was made and approved to submit the capital budget to the Select board.
- D. Early school release: The large number of students showing up at the library on the first Tuesday of the school year caused concern, but this number was halved by the second Tuesday. We will keep track of numbers and concerns to share with the school administration. Jill is trying to come up with new programs for students on Tuesday afternoons and will probably approach the Friends for additional funding (approximately \$50 per month).
- E. Operating budget: This is still a work-in-progress. Salaries and benefits are still the biggest unknown. Staff will receive a 1% cost-of-living increase and the minimum wage is also increasing. Additional hours or a new position have also been requested. Marti has added additional money for training (webinars). An increase has also been requested for materials which has been level funded while we looked at space reconfiguration. There are small increases for the bookmobile (tire changeover, Wi-Fi materials) and for computers (for public laptops, storage and back-up). There are no large increases but the budget can't be finalized until all numbers are definite.

Adjourn: The meeting was adjourned at 8:20.

Next meeting: October 17, 2016, at 7 p.m.