

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR OCTOBER 16, 2017

UNAPPROVED

Present: Karla Karstens, Brian Goodwin (arrived late), Steve Perkins, Kristin Caterer, Jude Hersey, Barbara Mieder; Library Director Marti Fiske and Kim Peine (IT/ILL Librarian); Joanne Arsenault (President of the Friends of the Library)

Absent: Jeff Dannies

Secretary's report: The secretary's report for the special *ad hoc* committee on reconsideration of materials was approved with two corrections. The minutes for the September meeting were approved with no corrections or additions.

Friends of the Library report:

Joanne Arsenault gave a general report on the activities of the Friends of the Library:

- It is a small group but counts on a large number of volunteers for the two major fund-raising activities of the Friends, the Fourth of July book sale and one of the concerts in the music series at the Old Brick Church.
- The Friends sponsor three major programs each year: an adult-oriented program in the fall, the holiday decorating party, and a spring family-oriented event.
- The Friends contribute funds to the library for "extras" which are not included in the library budget such as a yearly dinner for the staff, money for a "sunshine" fund, the purchase of a new computer for the toddler area, money to support the display of art from the Peace Project, etc.

The Trustees expressed appreciation to Joanne for the work of the Friends.

Budget report:

- The Trustees admired the new format of the budget report.
- Everything still looks on target at this point in the year.

Staff report: Kim Peine reported:

- The Koha catalog system which the library uses will soon add features from NoveList. These include such things as: information on books in a series; similar series, similar titles, and similar authors; appeal factors (to help a reader find a perfect book); related e-resources; etc.
- The Koha system will receive an upgrade in November.
- The CLoVer system is improving the way inter-library loans are handled.
- Kim will be attending a State Librarian meeting to see about providing more services.
- She is working on computer replacements for the library including library storage systems and laptops.
- To the dismay of the Trustees she reported that Kidspace has replaced the minutes of the Trustees' meetings as the top web hit.

Librarian's report:

- The September statistics show a drop in circulation for the third straight month. This is not yet a concern, but the Trustees will keep an eye on this.
- Marti once again took the bookmobile to the Chowder Challenge, and this year she had the assistance of Shannon Hiltner. They provided a craft activity in which 27 people took part. There were 61 visits to the bookmobile. Four new library cards were issued and 33 items were loaned.

Old business:

A. Citizen Challenge of the *Seven Days* newspaper:

- There was a meeting of a special *ad hoc* committee as required by the library's policies.
- The committee reviewed the request, the librarian's response, and the library's policies.
- The committee did not see a need to change the way the paper is offered to patrons visiting the library.
- A motion was made and approved to make no changes to the way the library handles the paper.
- Karla Karstens, as Chair of the Board, will respond to the complainant by the November deadline.

B. Meeting with the Select Board: The meeting is scheduled for October 17 at 7:15 p.m.

C. Carpet replacement update:

- Lacey's the Carpetmaster was selected as the supplier. Considerations included: cost, extent of interruptions to library service, and restrictions on moving items in the Historical Society room.
- Marti should get the contract later this week and then the replacement can be scheduled.
- There will be as few disruptions as possible and the staff will have an in-service day when the library has to be closed.

New business:

A. Operating budget: There are no major changes. Marti is only awaiting one statistic before completing the budget.

- A motion was made and approved to recommend the operating budget with the line for heating fuel not to exceed \$5000.

B. Board evaluation: The questions have already been distributed to Trustees. Karla will send out an electronic version to be completed by the November meeting.

C. Annual State Trustees/Friends Conference on November 4: Marti and Barbara have agreed to serve on a panel to discuss library programming.

D. Anticipated Trustee opening: Kristin Caterer announced her decision to resign her position. She will serve until a replacement can be elected in March.

Adjourn: The meeting was adjourned at 8:10.

Next meeting: November 20, 2017, at 7 p.m.