

**DOROTHY ALLING MEMORIAL LIBRARY**  
TRUSTEE MINUTES FOR NOVEMBER 20, 2017

UNAPPROVED

**Present:** Karla Karstens (chair), Jude Hersey, Jeff Dannies, Kristen Caterer, Brian Goodwin, Steve Perkins, Barbara Mieder, Marti Fiske (librarian), Deb Roderer (assistant librarian)

**Guest:** Diane Downer

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

**Friends of the library report:** The next program sponsored by the Friends will be the holiday decorating program on December 2 with a musician and gingerbread house at 10:30. The Friends elected officers: Joanne Arsenault, president; Shannon Hiltner, vice president; Ann Park, secretary/treasurer; Barbara Mieder, trustee liaison.

**Budget report:** The target is 33% and all items seem to be in line.

**Staff report:** Deb Roderer reported on her recent activities:

- She has been working on the statistical reports for Williston and St. George for the annual town reports. (The reports from the state were late this year.)
- She is the chair of the cataloging committee for the consortium. The committee meets quarterly, and a training meeting was recently held at our library.
- Her plan is to update the Disaster Plan this year, and she will go over the plan with the staff at the January in-service.
- She introduced the Trustees to a new device called Launchpad which the library has purchased. These are mostly for children with a learning game on a pre-loaded interactive tablet. They cost \$149 apiece and there are nineteen in the collection so far. They are loaned for two weeks just like other items in the collection and have proved themselves to be *very* popular with parents and children.
- The Koha system was recently updated and should now allow for messages to cell phones. Novelist is gradually being added.

**Librarian's report:** Marti presented the month's statistics. There were big increases over 2016 because of the closures in 2016 and the windstorm earlier this month. We will need to keep this in mind in January when we will be closed for the installation of new carpeting.

**Old business:**

- A. Update on carpet replacement:** Marti showed the Trustees samples of the new carpet squares. The carpet will be laid beginning on January 12, Martin Luther King weekend. Marti is working with the Historical Society on packing up items in the Vermont Room by then. The staff area will also need to be packed up. There will be both a daytime and an evening crew working on the installation. The installation should be complete by

January 15, but the library will remain closed on January 16 to put things back in order. Plans have been made for staff in-service training for the days the library is closed.

- **A motion was made and approved to close the library from January 12 to January 16.**

Brian Goodwin suggested renting a storage unit to facilitate moving necessary items. He will look into this and get back to Marti.

- B. Operating and Capital Budget status:** The 1.6% increase in the operating budget was approved by the Town Manager with no changes. There were also no changes in the capital budget. The library's budget hearing will be January 2 at the town hall.

**New business:**

- A.** The Trustees changed the January and February meeting dates to accommodate upcoming national holidays. The Board will meet on **January 22** and **February 26**.
- B.** The Trustees discussed the Board's self-evaluation.
- C.** Karla, Marti and Barbara reported on the November Trustees and Friends Conference which they attended. The next opportunity for a training conference will be in May.
- D.** The forum on library services was held at the library on November 6. There were 22 people in attendance including four teenagers and one new American family. There were no big surprises; mostly the attendees reinforced their approval of changes that are already planned. Marti plans on future forums every 12-18 months.
- E.** Jeff gave an update on our endowment account with the Vermont Community Foundation.

**Adjourn:** The meeting was adjourned at 8:17 p.m.

**Next meeting:** The next meeting is **December 18, 2017, at 7 p.m.**