

## DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR JANUARY 13, 2020

UNAPPROVED

**Present:** Karla Karstens, Diane Downer, Steve Perkins, Charity Clark, Jude Hersey, Barbara Mieder; Jane Kearns and Kristina McSalis, librarians

**Absent:** Brian Goodwin

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

**Treasurer's report:** There were no major transactions this month.

**Friends' report:**

- The Friends were dropped as sponsors of this season's Old Brick Church concerts, but they have been given the opportunity to sponsor an event on February 7.

**Current budget report:** The only budget report available was from November (42% of the way through the fiscal year). Everything looks to be on track.

**Librarian's report:**

- **Statistics:** The statistics show mostly increases this month.
- **Newsletter:** The staff has been busy reformatting the newsletter so it can be more easily read on smart phones. The roll-out for the new format will be on February 1. Newsletters will now appear once a month.
- **Building/Space report:** The OPAC stands in the youth area have now been installed, and adjustments have been made to the DVD shelving in the adult reading room. This concludes the library space reconfiguration begun a couple years ago.
- **Interior/exterior Lighting:** Plans are underway to improve both the exterior lighting with brighter bulbs as well as the interior lighting.
- **Microfilm reader:** The library plans to get rid of the microfilm reader which at this point is just taking up valuable library space. There is little demand for microfilm readers, but maybe someone can use it for spare parts.

**Staff report:** Kristina McSalis, Circulation Librarian reported:

- She is training three new volunteers.
- There is a new "Staff Picks" brochure available (which she distributed to the Trustees).
- The March display in the lobby showcases will highlight crafts by the library staff, volunteers and friends. She urged the Trustees to participate.
- There is a new media dropbox in front of the library.

**New business:**

- Jane made a request to the Board to finance a trip to Chicago to attend the ALA convention from June 26 to June 30. It has been the Board's policy for the past few years to finance such a trip for one staff member each year. A motion was made and enthusiastically approved to finance the trip for an amount not exceeding \$1800.
- Policy review: In line with the Board's policy of reviewing the policies every year, the Board will review policies I, II, IV, and V at the February meeting. Jane will see that both the library's policies as well as its bylaws are posted on the library's website.
- Trustee opening: Jude Hersey has decided not to run for re-election. There was a discussion of possible trustee candidates. Jane has approached one possible candidate, and Jude will contact someone who ran (but was defeated) in 2019. Petitions are due by January 28.
- Security cameras: The library now has silent panic alarms in place to contact the police in case of an emergency. The town has installed security cameras at several buildings. The Trustees pondered whether the library needs or wants cameras in the library. Jane has agreed to do some research to check with other libraries about whether and why they have cameras, how the cameras are used, and what policies are in place regarding the cameras.

**Old business:**

- Williston Central School Tuesday early release program: The behavior of students using the library on Tuesday afternoons has become a bigger problem this year. Not all students are respectful of the library, the library staff and/or other students. Jess has developed a letter outlining proper behavior guidelines and consequences for bad behavior which she has distributed and discussed with the students and shared with the Trustees.
- Charter change: Even after meeting with the Selectboard in December and expressing our concerns with the language of the proposed charter change, the Selectboard removed the phrase "manage the library" as well as the reference to the state statute from the proposed charter. Intense discussion about these changes ensued. The Trustees believe strongly that as an elected town Board, one of our major responsibilities is to manage the library. Just as the Selectboard is elected to manage the town and hires a town manager to fulfill that role, the library Trustees are elected to manage the library and hire a librarian to fulfill that role. A motion was made and approved to have the Chair of the Board write a memo to the Selectboard before the next hearing regarding the charter changes reiterating our position and referencing the state statute. He was also encouraged to request a memo from the State Librarian to attach to his memo referencing the state statute. The Trustees will attend the next hearing on the charter changes on January 21.

**Adjourn:** The meeting was adjourned at 8:45.

**Next meetings:** Tuesday, January 21 (with the Select board); Monday, February 10 at 6 p.m.(one week earlier than usual due to Presidents' Day and one hour earlier to enjoy a convivial dinner together)