

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR JANUARY 14, 2019

UNAPPROVED

Present: Steve Perkins, Diane Downer, Charity Clark, Karla Karstens, Jude Hersey, Barbara Mieder, Marti Fiske (Librarian), Kristina McSalis (Circulation Services Librarian)

Absent: Brian Goodwin

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

Treasurer's report: There were no transactions this month

Friends of the Library report:

- The January concert at the Old Brick Church was well-attended, and the Friends collected close to \$175 for the refreshments they supplied. They will also get a minimum of \$500 for sponsoring the concert.
- The April program which they are sponsoring will deal with animals (always a popular topic).

Budget report: The budget target is 50%, and everything looks fine.

Librarian's report:

- The Board looked at the statistics for December. There were some decreases, including patron visits, but circulation is holding steady.

Old business:

A. Kristina McSalis reported:

- The library card has been redesigned. Existing patrons can continue to use their old cards.
- She is joining the town's Wellness Committee.
- Next month there will be an arts and crafts display in the lobby showcases highlighting works by the staff and volunteers.
- She is working on creating a new display to show patrons what results when they put comments in the comment box on the circulation desk.
- She is excited that she will be attending the ALA conference in Washington, D.C., in June.
- She has organized a refresher class for volunteers. In the fall she will be organizing an "active shooter" drill for staff and volunteers.

B. Strategic Plan

- The Trustees looked at the public comments sent in response to the publication of the plan. These resulted in no changes to the plan.
- The plan will be voted on at the February meeting.

New business:

- A.** Marti will complete her self-evaluation next month, and the staff will also complete their evaluations next month. The Trustees will receive these at the March meeting, and the Trustees will complete Marti's final evaluation for the April meeting.
- B.** The annual review of library policies will take place at the February meeting.
- C.** Marti reviewed for the Trustees a survey which the staff completed on how the staff works together. As a result, she will be working on implementing a staff rewards system.

Adjourn: The meeting was adjourned at 7:50.

Next meeting: February 11, at 7:00 p.m.