

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR JANUARY 25, 2021

UNAPPROVED

Present: Karla Karstens, Diane Downer, Brian Goodwin, Charity Clark, Kathy Deluca, Steve Perkins, Barbara Mieder; Jane Kearns and Sarah Hibbeler, librarians; Erik Wells, Town Manager

Guest welcome: Steve welcomed Erik Wells, Town Manager, to our meeting. Erik gave a general update about working on preparation for Town Meeting. He also spoke about a grant the town had submitted (from COVID relief funds) for *Better Places*, which will fund moveable picnic tables, shade canopies, a bike station, etc. which will benefit the entire town, including the library. Steve asked about future space planning and hiring an outside planning consultant. Erik agreed that further discussion is needed, and this would probably happen after the pandemic in the next capital budget planning session. The discussion would center around the need for a community center and a library expansion and how these two needs overlap.

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

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

Friends' report:

- Barbara offered the help of the Friends in removing the candles from the windows.
- Trustees questioned whether there would be a book sale this year. The Friends have already reserved the school gymnasium, but whether there will be a sale is dependent upon state guidance regarding the pandemic.

Current budget report: The target is 50%, and everything looks on track.

Librarian's report:

- **Statistics:** The lower circulation statistics continue to reflect the changes caused by the closure of the library to in-person browsing.
- **Operations Update:** The library stopped offering browsing appointments after Thanksgiving, but porch pick-up and library bundles have continued to be popular. The staff is now meeting weekly via Zoom which is very helpful. Online programs and craft bags continue to be popular. The library is waiting for state guidance as to when in-person visits can resume.

Staff report: Sarah Hibbeler, Youth Services Librarian reported:

- Her current focus is to get physical materials in the hands of parents and children, although programs are also continuing.
- Porch pick-up is not as useful for children's materials, so the change to book bundles has been very popular. Families are *very* pleased with these, and the library is developing good relationships with families. The book bundles also shine a new light on our collection so we can see which areas need development.

- The “to go” crafts continue to be very popular. These are offered to pre-school once a month and to school aged children once a month. So far (from September to the present) 465 craft kits have been distributed. These will probably continue even after regular library services resume.
- The Rotary has donated \$300 for STEAM kits for the library.
- The Winter Reading Challenge has surpassed its goal (50,000 minutes) already by over 40,000 minutes. There are 188 participants, 94 adults and 94 children.
- The library is working with Williston Central School on the Golden Dome Awards (formerly the Dorothy Canfield Fisher Awards).
- Even during the pandemic, she is supporting one day care in Williston with books (although not with the bookmobile).

New business: Barbara gave a brief history of the inception of the Community Foundation account, and then the Trustees decided to roll over the interest in the account. This fund will be of importance as space planning moves forward.

Old business:

- The Trustees reviewed the Memo of Understanding between the Town and the Library in light of the fact that the Williston Charter change was rejected by the legislature. The Board is still in agreement with the Memo. One item highlighted by Steve was that the evaluation of the Library Director is now the responsibility of the Town Manager instead of the Board. We will continue to review the Memo of Understanding every three years.

Jane informed the Board of changes to the FY22 operating budget. The Select Board has requested a 0% tax increase for FY22, and the library has complied with offering some savings from their budget. The FY 22 computer expenses in the operating budget were reduced by \$3000 since Comcast internet for the library will be paid through the town’s budget starting in FY22. In the capital budget, the \$7500 for the future replacement of the bookmobile has been eliminated for FY22 and increased to \$10,000 for FY23 to FY25.

Adjourn: The meeting was adjourned at 8:20.

Next meetings: February 22, 2021