

DOROTHY ALLING MEMORIAL LIBRARY
TRUSTEE MINUTES FOR FEBRUARY 10, 2020

UNAPPROVED

Present: Trustees: Steve Perkins, Diane Downer, Charity Clark, Karla Karstens, Jude Hersey, Barbara Mieder; Librarians Jane Kearns and Allison Benkwitt; Town Manager Rick Maguire

Absent: Brian Goodwin

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

Memo of Understanding:

- Rick Maguire reviewed changes in the Memo of Understanding that were suggested by the town's attorney. Small changes were discussed. One was the use of the word "passbook" in the "Financial Management" section. The others were in the "Library Director and Personnel" section. It was decided that grievance appeals would be handled by the Selectboard "in consultation with the library Trustees if needed." Also, instead of Trustees' approving all positions posted for hire, the Trustees must "authorize" all "new" positions posted for hire.
- Rick will now take the MOU to the Selectboard to be signed, and the Trustees will sign at the next (March) meeting.

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

Friends of the Library report:

- The performance at the Old Brick Church had very poor attendance on Friday due to the storm. They collected about \$35 in the tip jar, and it remains to be seen how many ticket holders will donate the cost of their unused tickets to the Friends.
- Plans are underway for the 4th of July book sale. The WSC gym has been reserved; table have been rented; and insurance has been secured. The Friends discussed at length how to make the sale easier for the library staff.
- The Friends voted to get a gift card for Kathy Deluca who is leaving in March.
- They will be sponsoring a family program with live animals on April 18.

Budget report: The budget target is 58%, and everything looks fine.

Librarian's report:

- The statistics show their normal ups and downs. *Overdrive* and *RBDigital* will soon be combined under new management.
- The new platform for the newsletter is up and running and has received positive reviews.
- Kathy Deluca, Patron Services Librarian, has resigned. Her last day is March 4. Skye Ellicock will be substituting for her. Hopefully the new position of Program Services Librarian will be approved at Town Meeting. Then the duties of the two

positions will be tweaked, and the two new part-time positions will be filled. The Trustees asked the Treasurer to get a gift card for Kathy.

- The state contract with Green Mountain Courier service ended in December. It is still unsettled how this will be resolved. Meanwhile there is enough money in the postage line of the budget so that no changes need to be made at our local level.

Staff report: Allison Benkwitt reported:

- She has been busy relabeling books. She is adding series labels and genre labels to youth books, and she is also labeling youth award books.
- She is working on editing the newsletter in its new format.

New business:

- The Trustees reviewed sections I-V of the library policies. Several minor changes were made. They will continue working on the remaining sections in the coming months. Sections VI-XII will be reviewed in March.

Old business:

- Security cameras: Jane contacted other libraries regarding their use of security cameras as the Trustees suggested at the January meeting. Brownell Library is using them at the suggestion of their insurance carrier and has found them useful. Shelburne has cameras but no policies. South Burlington has cameras in the mall, but their situation is completely different than ours. All three local libraries have either problems or situations that we don't have. It is the consensus of the Board that there is no need for outdoor cameras at this time. Indoor cameras would impact patron privacy.

Adjourn: The meeting was adjourned at 8:25.

Next meeting: March 16, at 7:00 p.m.