

## DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR MARCH 16, 2020

UNAPPROVED

**Present:** Karla Karstens, Steve Perkins, Diane Downer, Charity Clark (remote), Brian Goodwin, John Popkess, Barbara Mieder (remote); librarians Jane Kearns and Jess George.

**Welcome and Election of Officers:** The following officers were re-elected: Chair – Steve Perkins, Treasurer – Karla Karstens, Secretary – Barbara Mieder. John Popkess was welcomed as a newly elected Trustee.

**Secretary's report:** The secretary's report was approved with no corrections or additions.

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

**Friends of the Library report:**

- The Friends continued to make plans for this summer's book sale at their last meeting.
- The librarians' dinner which was planned for last week has been postponed.
- The April 18 program sponsored by the Friends has not yet been postponed, but postponement is still possible .

**Budget report:**

- Everything is still on target. Jane is still planning on attending the conference in June unless it is postponed due to the corona virus.

**Librarian's report:**

- Jane conducted an orientation for our new Trustee last week. John took this opportunity to introduce himself.
- Jane discussed the corona virus precautions the library has taken:
  1. The library will be closed to patrons starting at 6 p.m. on March 17.
  2. Jane has been working with staff on accommodations. There will be limited staff in the library, but limited services (including new library cards) will continue.
  3. Patrons can check out books online which will be available in paper bags in the breezeway.
  4. Returned books will be put in quarantine.
  5. Staff, including student librarians, will continue to be paid.
  6. The closure of the library will coincide with the school's closing. It will reopen when the school reopens.
  7. The Trustees praised Jane and her staff for their attempts to continue to provide needed services to our patrons.
  8. Jane will use a number of means (Facebook, *Observer*, Front Porch Forum, etc.) to keep patrons informed of the changes in services and the things patrons can now do online such as apply for a library card.
  9. All programming has been cancelled through mid-April. A decision will be made at a later date as to future cancellations.
  10. Free wi-fi will continue to be available in the parking lot and on the patio.

- Statistics: There was a big increase in Overdrive and Hoopla.
- New E-mail system: A new e-mail system has been put in place through Exchange Outlook which can be synced on any device. The new extension is @damlvt.org. Old emails will be re-directed.
- Transition Plans for Outreach and Program positions: This is now on hold due to the corona virus. The plan is to post the position in another month with interviews to follow.
- VLA Conference: This has been postponed until October.

**Staff report:** Jess George reported:

- The Ski and Ride Program sponsored by the Rec Department resulted in a much more manageable number of students visiting the library on Tuesday afternoons, a reduction from about 60 to 30. This let the staff work more closely with the students who were at the library and shows that more free or affordable rec programs for students would help.
- The Discover Aviation program held in conjunction with Vermont Technical College was very successful. The flight simulator was especially of interest to attendees. There was great feedback about this fun and inspiring program.
- She is working on plans for the summer reading program with the theme of “Imagine Your Story.” Some program ideas include: a musical instrument “petting zoo;” a young adult writer’s workshop; a castle construction event; and a big final round-up party. She is working on reorganizing and streamlining how reading hours and raffle tickets are counted. She is also considering how the summer reading program would work if the corona virus threat continues.
- She is considering asking regular music performers if they could record their programs and put them online while the library is closed. This is also being considered for regular story hour programs.

**New business:** The Trustees elected to postpone the policy review to the April meeting.

**Old business:**

- A. A motion was made and accepted to approve the previously discussed Memo of Understanding with the town. The Trustees present signed the document
- B. Board of Trustees’ information on the library web site: Currently the Trustees’ phone numbers are listed. Jane will discuss with Kim the option of using the library’s email address to forward email to Trustees.
- C. National Library Week was discussed. Diane and Karla will form a committee to decide on ways to honor the library staff.

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

**Next meeting:** The next meeting is April 20, 2020, at 7 p.m.