

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR MARCH 16, 2021

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Diane Downer, Charity Clark, Brian Goodwin, Barbara Mieder ; librarians Jane Kearns and Kim Peine.

Election of Officers: The following officers were re-elected: Chair – Steve Perkins, Treasurer – Karla Karstens, Secretary – Barbara Mieder.

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

Treasurer's report: Karla received the dividend check from the Community Foundation and deposited it in the library checking account.

Friends of the Library report:

- No decision has been reached about this summer's book sale. The Friends are waiting for the Governor's guidance on large gatherings.
- Barbara reviewed for the Trustees the major contributions the Friends have made to the library in the past year: \$30 gift cards to Phoenix books in lieu of a holiday dinner (\$300); recognition of Deb Roderer's 30 years of service (\$300) and Sarah Hibbeler's 5 years (\$50); renewal of the magazine *Book Pages* (\$354); support for the holiday craft projects (\$181.23); support for the summer reading program, Wildlife Encounters, (\$195); summer reading books (\$1500); second copies and audios for the DCF and Green Mountain book selections (\$265.39) and (\$462.15).
- Instead of sponsoring an April family program this year, the Friends will contribute to programming for the summer reading program.

Budget report:

- The target is 67% and we're at 55%. Everything is still on target.

Librarian's report:

Statistics highlights:

- RB Digital is changing to Overdrive which means a large increase in the number of magazines patrons can access.
- Hoopla continues to increase.
- 29% of circulation is digital.
- 93 book bundles were distributed in February. Each bundle amounts to about a half hour of staff time.

Operations update:

- The staff continues to meet every week.
- The outdoor space is already in demand.
- Sarah Hibbeler is moving into the Outreach/Patron Services position. Her position in the youth department was posted last week.

- The vacant Program Services position has been divvied up among staff. This spot will be filled after the youth department position is filled.
- Two student librarian positions will open up in May.
- Jane is applying for \$400 from the CARES Act to increased connectivity on the outside patio (2 more outlets).
- She has applied for a \$3000 ALA Transforming Communities Grant to work with the schools on fighting racism and bias. This will finance books for second graders and discussion series among other things.

Staff report: Kim Peine, IT Librarian, reported:

- Kim gave a general report on Overdrive including these highlights:
- We are 6th in the state for Overdrive usage.
- Whereas *Harry Potter*, was the most popular checked-out title statewide, at the DAML the most popular titles were *American Dirt* and *Untamed*.
- The library receives about 148 emails a day and sends out approximately 135. This is in addition to the 150 internal emails per day.
- An *Aspen Discovery Layer* will soon be added to the Koha catalog. Kim demonstrated the advantages of this for the Trustees. She anticipates the program “going live” on May 18.

New business:

- Strategic Plan: Jane reviewed the progress the DAML has made on the first item of the strategic plan. The Trustees had high praise for the way in which Jane has spelled out each individual item, shown the progress that has been made, and outlined with a timetable what has yet to be done.
- Steve asked the staff to withdraw from the meeting so that the Trustees could discuss plans for honoring the staff for National Library Week. Suggestions by the Trustees were moved and approved.

Old business: There was no old business.

Adjourn: The meeting was adjourned at 8:38 p.m.

Next meeting: The next meeting is April 19, 2021, at 7 p.m.