

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR APRIL 16, 2018

UNAPPROVED

Present: Karla Karstens, Charity Clark, Steve Perkins, Diane Downing, Jude Hersey, Barbara Mieder; librarians Marti Fiske and Kristina McSalis (Circulation Librarian/Volunteer Coordinator)

Absent: Brian Goodwin

The meeting was called to order at 7:30 by the new Chair of the Board, Steve Perkins.

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

Friends of the Library report:

- The letter regarding the changes to the 4th of July book sale has appeared in the Williston *Observer*, the library newsletter, and Front Porch Forum.
- The April 21 program sponsored by the Friends will be a family-oriented program on birds of prey sponsored by VINS.
- The Friends honored Kim Peine last Friday, April 13, for her tenth anniversary working at the library.

Budget report:

- The budget target is 75%. Some lines seem low at this time due to expenses which normally come up in the spring.
- The Friends are paying for a summer bookmobile driver

Staff report: Kristina McSalis reported:

- The volunteer breakfast is scheduled for May 3. There are currently 50 adult volunteers helping at the library.
- She is working on a refresher course for volunteers dealing with circulation issues, and Kim Peine will also help out with technology issues
- She is in charge of both the lobby and gallery displays. She tries to coordinate these with programs and displays in the children's area. In March and April student artwork (both from CVU as well as WSC) has been on display
- Text verification for holds is now in place.
- She has recently trained three new people – substitutes, volunteers, and students.

Librarian's report:

- Statistics show the normal "ups and downs."
- Future statistics will also include Wowbrary figures.

Old business:

- The painter is finishing up projects throughout the library. There are two invoices – one for flood-related painting and one for the rest. Some baseboard still needs to be replaced, but all work should be completed by the end of the month.

New business:

- The Trustees discussed two streaming services, Kanopy and Hoopla. Both the staff and Trustees prefer Hoopla. The library will try out the service using money from the donation line of the budget.
- Marti presented a proposal to supplement the hours of a paid substitute librarian using money from the dispersal of the library's Community Fund account. A 5% increase for the remainder of FY18 would cost \$162 for 12 additional hours. A 10% increase would cost \$324 for 24 additional hours. For FY 19 a 5% increase would add 48 hours for \$648, and a 10% increase would add 95 hours for \$1283. **A motion was made and approved to increase the substitute librarian's hours by 10% for a total of \$1607.**

Executive Session: The board voted to go into executive session at 8:15 to discuss the evaluation of the Librarian. Executive session concluded at 8:54.

Adjourn: The meeting was adjourned at 8:55.

Next meeting: May 21, 2017, at 7 p.m.