

# DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR APRIL 20, 2020

UNAPPROVED

**Note:** Due to the closure of the library because of the Covid-19 virus pandemic, the meeting was held over the Internet on Zoom.

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

**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 did not meet this month due to the corona virus. Barbara reported that she doesn't believe the Friends will be able to hold their annual July 4 book sale this year due to social distancing and the prohibition of large gatherings, but the Friends group has taken no official action yet.

## **Budget report:**

- The April target is 83%, but everything is behind due to the closure of the library. The library is behind on stalled print orders, but more has been spent on Overdrive, eBooks, and Audiobooks.

## **Librarian's report:**

### **A. FY20 Budget Deferrals:**

- Town Department Heads have been asked to identify areas where they could defer budget requests for FY20. The library has proposed four areas:
  - \$7500 in the Capital Budget for Bookmobile replacement. This would push replacement out one year for a 13-year instead of a 12-year replacement.
  - 163-56200 Training: Move \$2500 from this line as travel and conferences will be limited.
  - 163-78100 Building and Maintenance: Move \$2000 from this line for miscellaneous deferred maintenance.
  - 163-74100 Equipment and Programs: Move \$7000 to defer computer replacements to FY21 and delay the furniture replacement plan.
  - Since our core mission is collections and programming, we will spend those lines to continue to provide online services and to prepare for reopening.
  - The Trustees approved a motion to support these recommendations.

### **B. March statistics:**

- The last day the library was open to the public was March 17, and then curbside delivery continued until March 24. This obviously affected the numbers. Website and e-resource usage is up. There is concern about the increased use of Hoopla.

### **C. Status of Current Operations:**

- All permanent staff are working almost all their hours from home. The Town is paying for downtime hours for those employees unless they are covered under

FFCRA (Families First Coronavirus Response Act: Employee Paid Leave). Only one staff member is unable to work all hours, but she is covered under FFCRA. Student workers and substitutes are only paid for the hours they are working. Other towns are facing furloughs.

- The staff have been working hard and have adapted well to online work. The online programming has been very creative: online story times, meditation for youth and adults, online book groups, quarantine cook-the-book online. Social media postings have been increased.
- The staff have been checking in with homebound and other patrons to let them know that no materials currently on loan are considered overdue. Collection development, cataloging and weekly staff meetings have continued.

**D. Return to Service Plan:**

- The Trustees looked over Jane's four stage plan for re-opening the library after the pandemic. At present over 7000 items are out on loan which means that the library will probably have to have a system to accept returns before reopening the library.
- Curbside service is in stage 2 of Jane's plan, but following the directives of the State Librarian which were released earlier today, this could change.
- The Trustees were in full support of the re-opening plans

**E. Transition Plans: Outreach and Program positions:**

- The patron services position is currently vacant and is being filled with a long-term substitute. She has agreed to stay through the end of the fiscal year. The new half-time position in the FY21 budget can't be filled until the town assesses the impact of the pandemic on the town budget. The summer bookmobile driver and assistant positions are lined up, but we need to wait to fill them officially.

**Staff report:** Kim Peine reported:

- She has been busy supporting staff and patrons on working online and accessing resources.
- The library was in good shape as the server that housed all files had been replaced with a new network storage device that allows the staff to access all files from anywhere.
- The email system had recently been changed to Exchange Online which is designed to work on the web and has allowed the staff to communicate more easily by sharing email boxes, letting multiple people manage emails, and setting up a category system for managing emails.
- She is helping the staff work on changing from Williston.lib.vt.us to damlvt.org for the website and emails.
- She has worked closely with the VOKAL consortium libraries on how to set Koha for being closed.
- The most popular web articles (with the number of 'hits') since the closure have been: Hoopla (6542), TumbleBooks (5168), RBDigital Magazines (749), Mango (637), and Learning Express (545).
- She sent out 700 emails to patrons who currently have items checked out to remind them that their materials are not currently overdue. She also contacted 1800 patrons who have not checked out any materials since January to remind them of the services the library offers.

- When the library reopens, she will be setting up a self-checkout station that will let people check out books (only books) on their own with no contact with a librarian. This will help speed things up for patrons when there is a line at the circulation desk, and it will also allow for a great degree of privacy for the patrons who choose to use it.

**New business:** The Trustees reviewed policies VI, VII, and IX through XII. Several small changes were made, and a few typos were corrected.

**Old business:** Kim has changed the library website to make it easier for the public to contact the Trustees. All email contacts will be routed to the Chair.

**Adjourn:** The meeting was adjourned at 8:25 p.m.

**Next meeting:** The next meeting is May 18, 2020, at 7 p.m. (hopefully at the library!)