

# DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR AUGUST 17, 2020

UNAPPROVED

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

**Absent:** Brian Goodwin

**Secretary's report:** The secretary's report was approved without corrections.

**Treasurer's report:** Karla Karstens reported no major transactions. It was noted that the Trustees need to make a decision in January about the distribution from the Community Fund.

**Friends of the Library report:**

- The Friends have not met since the last Trustees' meeting.
- They have been invited to attend the summer reading book prize distributions on the Green since they contributed the money to purchase the book prizes.

**Budget report:**

- The year-end budget report is still preliminary, but it reflects the budget cuts that were made earlier in the year in response to the pandemic. It shows that the library spent 92.95% of its original approved budget.
- The target for the current budget is 8%, and currently spending is under that amount. However, the Outreach Librarian position has not yet been filled.

**Librarian's report:**

- **Statistics:** The Trustees looked at the end-of-year statistics. These reflect the way the library usage has changed due to the pandemic. Circulation and patron visits are down, but electronic resources are way up. These same trends are reflected in the July statistics.
- **Personnel:** Logan Baughn, a sophomore at CVU, has been hired as the new student librarian. The half-time position of program services librarian will soon be advertised, and it is hoped to have that position filled by year's end. Jane is planning to wait until after Christmas to advertise for the part-time outreach position.
- **Unattended Youth Policy:** The "Unattended Youth" policy was published in the library's August newsletter, and it will also be published in the *Observer*.
- **COVID update:** The appointment system is working well. In accordance with Health Department guidelines, the library is working on increasing air circulation. The computer room will soon be opened for computer use (by appointment). The bookmobile is extending its summer schedule by one week due to the delayed start of the school year. There are no plans for in-person programming yet.

**Staff report:** Kim Peine, I/T Interlibrary Loan Librarian, reported.

- The most popular websites are Tumbler Books and Hoopla.
- The Big Cartoon data base and the movie data base are both very popular.
- Wowbrary now shows e-books.
- Overdrive and RB digital are combining. Overdrive will soon combine both the state and the GMLC titles.
- The website is being updated to add the ability of patrons to apply for and/or renew library cards online.

**New Business:**

- Jane presented the draft capital budget request for FY 22-27. It includes the usual \$7500 for future replacement of the bookmobile.
- Karla has received information for the VLA trustees conference. Trustees should let Karla know if they are interested in attending. She will pay the annual dues.
- There are three candidates for the open trustee position, and the Select board plans to make a decision at their August 18 meeting.

**Old business:** There was no old business.

**Adjourn:** The meeting was adjourned at 8:03.

**Next meeting:** September 21, 2020, at 7 p.m.