

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR AUGUST 20, 2018

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Diane Downer, Jude Hersey, Brian Goodwin, Barbara Mieder; librarians Marti Fiske and Deb Roderer.

Absent: Charity Clark

Secretary's report: The secretary's report was approved after correcting the date (June 18) and the attendance (Barbara Mieder was absent).

Treasurer's report: Karla Karstens reported a balance of \$18,504.25 in the checking account. A request to allocate \$546.60 for Deb Roderer to attend a conference on small and rural libraries was moved and approved.

Friends of the Library report:

- Their next meeting will be in three weeks on September 10.
- They will be sponsoring a program on October 13 called "The Future is Now."

Budget report:

- The trustees reviewed the year-end budget for FY 18 which showed that the library spent 96.74% of its allotted funds. It would have been closer to 100% except that several book invoices didn't arrive until the first week of July.
- The budget target for FY19 is 8%, and so far everything looks good.

Staff report: Deb Roderer reported for other staff.

- Sarah Hibbler and Jill Coffin were pleased with the summer reading program. Sign-ups increased 7% for pre-K to grade 5 and increased 6% for grades 6 to 12. There was a 10% increase in the number of half-hour reading segments (20,111 segments), and the increase for grades 6-12 was 40%.
- The bookmobile included a stop this summer at Allen Brook School for the ELL (English Language Learners) camp.
- A loyal group of teen volunteers helped make the summer program a success.
- Kristina McSalis reports that the library will participate in the medication mail-back program beginning this fall.

Librarian's report:

- A. Statistics: The Trustees reviewed both the year-end and current statistics. The year-end statistics showed a slight decrease in circulation and patron visits which was probably due to the January closure because of the flood and the carpet replacement project.
- B. Streaming video: Beginning September 1 patrons will have access to "Hoopla" and will be able to borrow ebooks, audiobooks, comics, movies and music. The library will pay for the usage (average cost \$2.99). There will be a limit of three

check-outs per month per card. Information on Hoopla will be included in the library newsletter.

Old business:

- A. Strategic plan: Marti had prepared information on how the Dorothy Alling Memorial Library compares with other Vermont libraries. According to population we rank #14 in size. However, we rank higher in staffing, funding, collections and services, and usage. These statistics will be useful in writing the library's strategic plan. Marti had also prepared possible questions for use at a public forum scheduled for September 8, a meeting which Trustees are urged to come and observe. The Trustees reviewed the invitation list for the meeting. Jude Hersey and Karla Karstens volunteered to serve on the committee writing the strategic plan. It was moved and approved to **close the library from 10-2 on Tuesday, October 9**, to work on the strategic plan. The closure will not affect the early dismissal of students from WCS.
- B. Library policy: It was moved and approved to change the library policy regarding computer time limits.

New business:

- The capital budget is due at the end of September. It will include the yearly request of \$7500 for the bookmobile. Shelving for the DVD collection is in the FY20 budget for \$20,000. Marti will get new estimates before submitting the request.
- The operating budget is due at the end of October, and the Trustees reviewed the rough draft which shows now significant changes.

“Hot programs” coming up: There will be a women's clothing swap on September 15 run by a community member.

Adjourn: The meeting was adjourned at 8:30.

Next meeting: September 17, 2018, at 7 p.m.