

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR OCTOBER 19, 2020

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Diane Downer, Charity Clark, Brian Goodwin, Kathy Deluca, Barbara Mieder; librarians Jane Kearns and Kristina McSalis.

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

Treasurer's report: Karla Karstens reported no transactions.

Friends of the Library report: The Friends have not met since the Trustees' last meeting.

Budget report: The town was not able to prepare a report in time for the meeting. The town is predicting a budget shortfall of about \$500,000 this year due to the pandemic and has asked departments to suggest ways in which each can help make up the deficit. The library is postponing the filling of the Patron and Outreach Services Librarian position until spring 2021.

Librarian's report:

- Jane interviewed three excellent candidates (all local) for the Program Services Librarian position. She hopes to have the new person hired by December 1.
- Statistics: The number of new patrons has increased due primarily to Kindergarten registrations as well as online applications. Circulation is down from last year but still solid. Electronic resources continue to be way up. It was noted that RB Digital is switching over to Overdrive. Porch Pick-up and browsing appointments are working well. Consideration is being given to shortening appointments to 20 minutes (especially on Saturday) to accommodate more people.
- Facilities update: Some outdoor painting has been done, and some of the outdoor lights have been upgraded to LED lights which provide a brighter, safer entry at night. Through the CARES act two portable air filters will be provided to the library to eliminate the need for open windows in the winter, and upgraded HEPA filters will also be provided. The CARES act will also underwrite two IP phones so staff can answer from home during the pandemic and also later when the library might have to close due to severe weather. Money from the CARES act will also pay for two computers, a pop-up tent (for outdoor functions), and plexiglass dividers for desks.
- New library card: The Trustees reacted favorably to the new "credit card" design and style.

Staff report: Kristina McSalis, Circulation Librarian, reported:

- The online registration for library cards is up and running.
- Porch Pick-up has been reorganized to address safety concerns.
- She is in touch with volunteers who are continuing work on such things as gardening and book mending.

New Business:

- Board of Trustees evaluation and self-evaluation are coming up soon. Karla has once again volunteered to be in charge. Trustees will complete their surveys by the November meeting and discuss the results at the December meeting. Karla will also oversee Jane's evaluation in 2021.

Old business:

- The Operations Budget with a 2% increase was approved unanimously.
- The Capital Budget with a \$7500 request for eventual bookmobile replacement was also approved unanimously.

Hot programs: Jane highlighted some of the new programs coming up.

Adjourn: The meeting was adjourned at 7:55.

Next meeting: November 16, 2020, at 7 p.m.