

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR OCTOBER 21, 2019

UNAPPROVED

Present: Karla Karstens, Steve Perkins, Charity Clark, Diane Downer, Jude Hersey, Brian Goodwin, Barbara Mieder; Deb Roderer and Sarah Hibbeler, librarians, Erik Wells, Assistant to the Town Manager.

Charter Change: Erik Wells gave a summary of what is involved in a change to the town charter. Two public hearings are required; the first will be November 5 and the second one in January. Then the charter changes need to be approved at Town Meeting before they can be submitted to the legislature which also needs to give its approval. There are two areas which have direct application to the library, and it is the goal of the charter changes to match policy with practice and formalize the procedure. On page 9 (section 14) the phrase “manage the library” has been deleted. On page 14 (section 16) the sentence, “The Library Director shall be appointed by the manager with the advice and consent of the Library Board of Trustees” has been added.

These changes were discussed at length by the Trustees. The Trustees agreed that the Town Manager’s assistance was invaluable in the hiring process of the new librarian, but there was concern that both changes might decrease the autonomy of the Trustees in the event that a new Town Manager might be hired who was not so favorably inclined toward the library. It was debated whether hiring a librarian should be with the advice and consent of the Trustees or the advice and consent of the Town Manager. The Trustees also felt that there was no need to eliminate the phrase “manage the library” from the language which already exists in the state statute and felt that the state statute should continue to be referenced.

It was moved and approved by the Trustees to agree with the language in Section 16 as written, but to retain the phrase “manage the library” in Section 14 to agree with the state statute.

It was further decided that Steve Perkins as Chair of the Board will write a letter to the Selectboard regarding the Trustees’ decision and that the Trustees will attend the public hearing on November 5.

Staff report: Sarah Hibbeler reported:

- This has already been a busy fall in the youth department
- The bookmobile is still going to the four largest daycares in Williston, but Nadeau’s has replaced a daycare that moved to South Burlington. These daycare visits take place from October to April, but in September some of the children were able to get on the bookmobile for the first time.
- The bookmobile went to the Chowder Challenge again this year with a craft project for children. Over 80 children participated in making “slime.”
- The new Youth Librarian has a lot of practice with pre-school programming, and this has resulted in a vibrant exchanging of ideas.

- After school programming has been *very* successful with a number of high interest projects. For example, fifty students participated in the cupcake decorating program. There is a very good relationship between the library and the schools regarding the after-school programs.
- The youth department is experiencing some challenges:
 - They have lost the regular Tuesday afternoon volunteer.
 - The large number of participants can make it difficult to maintain high quality programs.
 - Some parents aren't aware of the parameters of the after-school programs such as unfiltered Wi-Fi access and the ability for students to leave the library at any time.
- The youth library staff are working on resolving all these challenges.

Secretary's report: The secretary's report was approved as written.

Treasurer's report: Karla Karstens reported no new major transactions.

Friends of the Library report: The Friends have not met since the September meeting.

Budget report:

- The target is 25% and everything looks good.

Librarian's report: The statistics for August and September show the usual ups and downs with no areas of great concern.

New business:

- Deb presented suggested new recommended loan policies. As currently stated, materials can be checked out for two weeks, but since this does not apply to all types of materials, changes are recommended that match the policy with the practice. The proposed revision states: "Most library materials are lent for two-week periods with the privilege of renewal unless a request is on file with the library. The number of renewals may vary by format. Some materials may be loaned for shorter or longer time periods at the discretion of the Library Director.
- Users of the library who have failed to return library materials will be notified of their responsibility. When an item is eight weeks overdue the account is automatically restricted. If a patron has overdue materials in the amount of \$150 or more, the police may be asked to assist in the collection of library materials, as per state statute. If materials are returned, or payment made, library privileges are reinstated. Patrons who are chronically delinquent in returning materials may be reinstated with express conditions of reduced number of materials loaned, trial periods or other conditions."
- Deb also presented the suggested lending rules and procedures for the new telescope. These were discussed by the Trustees and agreed to.

Old business:

- The Operating Budget was discussed. It was moved and approved to submit the Operating Budget to the Selectboard. The budget hearing is scheduled for December 17 at 8 p.m. and Trustees are expected to attend.
- The Trustees voted to approve the Bulletin Board policy discussed at the September meeting.

Adjourn: The meeting was adjourned at 9:10 p.m.

Next meeting: November 18, 2018, at 7 p.m. There are also two dates with the Selectboard scheduled: November 5 and December 17.