

DOROTHY ALLING MEMORIAL LIBRARY
TRUSTEE MINUTES FOR NOVEMBER 16, 2020

UNAPPROVED

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

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 will not be hosting a holiday decorating party this year, but they will install and light the trees at the entrance and put candles in the windows.

Budget report: The October report was not yet available. The September report had a 25% goal, and everything looks on track.

Librarian's report:

- **Statistics:** The number of patrons shows a 6% increase. Eighteen percent of circulation is electronic. Hoopla continues to be very popular. We now have 69 slots weekly for in-person visits, and these fill quickly. Readership of the emailed newsletter is increasing.
- **Program services librarian:** Kristin D'Agostino has been hired and she will begin on Monday. She is currently the activities coordinator at Cathedral Square and has experience substituting at the Fletcher Free Library.
- **Operations:** The Governor's directive as of Friday was for workers to telecommute as much as possible (similar to last March). The Trustees discussed whether we should continue in-person browsing. Four staff members are required for in-person browsing, and only three are required if we limit service to porch pick-up only. Jane suggested we continue browsing appointments until the Wednesday before Thanksgiving and then stop until December 15 when the Governor's latest order expires. She will make a decision after meeting with the staff. The Trustees unanimously agreed to this proposal.

Staff report: Allison Benkwitt, Technical Services Librarian, reported:

- Part of her job is ordering supplies. Cleaning supplies have been especially important during the pandemic. Returned books are being quarantined. The windows are open every day. Three portable air purifiers with HEPA filters are in use.
- She is responsible for editing the newsletter. She has had positive responses to the new template, and a greater number of people are opening it now that it can be accessed on a smart phone.

Old business:

- The Operations Budget had a few small changes since it was approved at the October meeting. These had no impact on salary or benefits. The revised budget has a 1.7 % increase. The Trustees moved and approved this revised budget.
- The Trustees will discuss the Board's self-evaluation at the December meeting and set new goals for the coming year.

Adjourn: The meeting was adjourned at 8:10.

Next meeting: December 21, 2020, at 7 p.m.