

DOROTHY ALLING MEMORIAL LIBRARY

TRUSTEE MINUTES FOR NOVEMBER 18, 2019

UNAPPROVED

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

Charter Change: Rick Maguire brought a copy of a proposed *Memorandum of Understanding between the Town of Williston and the Dorothy Alling Memorial Library Board of Trustees*. In giving the Trustees some background for this document, he said that the Town Manager serves at the pleasure of the Select board and that he is responsible for carrying out their directives, and the hiring of the new library director gave impetus to looking at possible town charter changes. The goal of the *Memorandum* is to outline and clarify the relationship between the library and the town. A second public hearing will be held before the changes to the Town Charter can be warned for the Town Meeting. The *Memorandum* which was presented to the Trustees is the *start* of a process (and Rick emphasized that the document has not yet been reviewed by legal counsel). After that introduction Rick went over the document, explained it and answered questions. The Trustees were in general agreement with the document but will discuss it thoroughly at their December meeting and vote on its acceptance at the January meeting.

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

Treasurer's report: There were no major transactions this month. Karla took the opportunity to explain briefly to Jane the components of the library's financial holdings and plans to meet with her to describe those more fully sometime soon.

Operating budget for FY 21: The Trustees looked over the figures as they were explained by Erik Wells. These showed little change from the budget which the Trustees saw in October. Most line items show only small (or no) increases. The biggest increase is for a new 25-hour Outreach Librarian position. This person will assist the current Outreach Librarian, provide public relations help, and provide the Director more time to perform her duties. A motion was made and approved to present the operating budget for approval to the Select board.

Erik explained that the town's capital budget will address some security concerns. He hopes to provide silent security buttons for the library staff to alert the police of problems. Security cameras for the library are also being considered. Deb is going to check with other libraries about how the cameras might affect patron confidentiality.

Friends' report:

- The annual Friends' holiday decoration party on December 7 will also be a "meet and greet" for our new librarians, Jane and Jess.
- At the request of a town resident, the Friends have also agreed to pay the registration fees for people in town willing to establish "little libraries."

Current budget report: No budget report was available.

Librarian's report:

- **Statistics:** These show the normal ups and downs. Hoopla seems to be in use more for audiobooks and eBooks than anticipated perhaps due to the difficulties of using the RB site.
- Brendon Fellowes has donated to the library a table with an inset of Vermont. This was part of his 8th grade challenge.
- New updated emergency pocket response plans were distributed to the Trustees.

Staff report: Jane reported that her first day went well.

New business:

- The Trustee meeting dates for January and February have been changed from the third Monday to the second Monday of the month due to federal holidays (January 13 and February 10).
- New DVD shelving has been installed in the adult reading room. The library is looking for a home for the old shelves.
- Steve will be absent from the December meeting and Karla will chair the meeting in his place.
- The Trustees postponed their self-evaluation for a year.
- The budget report to the Select board will be December 17 at 8 p.m. and Trustees are expected to attend.
- Diane suggested an informal get-together with Jane and the Trustees some time in January. This will be discussed at the December meeting.

Old business: The policy changes regarding *Loan Periods and Fines* as discussed in October was approved by Board motion.

Adjourn: The meeting was adjourned at 8:30 p.m.

Next meetings: Monday, December 16, 2019; Monday, January 13, 2020; and Monday, February 10, 2020.