

**DOROTHY ALLING MEMORIAL LIBRARY**  
**TRUSTEE MINUTES FOR DECEMBER 17, 2018**

**UNAPPROVED**

**Present:** Steve Perkins, Diane Downer, Brian Goodwin, Charity Clark, Karla Karstens, Barbara Mieder, Marti Fiske (Librarian)

**Absent:** Jude Hersey

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

**Treasurer's report:** There were no major transactions this month

**Friends of the Library report:**

- A. The holiday decorating party was a big success with approximately 140 attendees. There was an especially large turnout of children (along with siblings and parents) to decorate gingerbread houses.
- B. The Friends have sent a donation of \$1000 to the Friends of the Stowe Library because of their recent flooding issues.

**Budget report:** The budget target is 42%, and everything looks fine. Some lines seem to be under budget but this is due to seasonal expenses.

**Librarian's report:**

- The Board looked at the statistics for December. There seems to have been a large decrease in patron visits (17%) but there no corresponding decrease (1%) in circulation. This could be the result of human error tallying incoming patrons.

**Old business:**

- A. Strategic Plan (3<sup>rd</sup> draft): The Board reviewed the third draft of the strategic plan and made minor changes, primarily grammatical. A vote on the strategic plan will be warned for the February meeting.
- B. A budget hearing with the Select Board is scheduled for December 18 at 8 p.m. Marti reviewed the changes briefly. There is a \$49,000 (5%) increase in the operating budget due to: (1) a salary line increase, (2) overdue cleaning of the HVAC ducts, and (3) an increase in the collections line due primarily to digital materials. The salary increase is caused by: town funding for a summer bookmobile assistant (paid by the Friends in 2018), minimum wage increases, an increase in substitute hours as well as hourly wage, and equity issues. The capital budget includes \$22,000 for new shelving (which has been previously warned).

**New business:** The dates of the January and February meetings have been changed due to federal holidays.

**Adjourn:** The meeting was adjourned at 8:10.

**Next meeting:** January 14, at 7:00 p.m. (The February meeting will be February 11.)