

**DOROTHY ALLING MEMORIAL LIBRARY**  
**TRUSTEE MINUTES FOR DECEMBER 16, 2019**

**UNAPPROVED**

**Present:** Karla Karstens, Diane Downer, Brian Goodwin, Barbara Mieder; Jane Kearns and Kathy Deluca, librarians

**Absent:** Steve Perkins, Charity Clark, Jude Hersey

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

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

**Friends' report:**

- The annual Friends' holiday decoration party was held on December 7. There was good attendance and it was also an opportunity for community members to "meet and greet" our new librarians, Jane Kearns and Jess George.
- The Friends have been dropped as sponsors of one of the Old Brick Church concerts this year. They will work with the Town Manager to be included again next year.

**Current budget report:** We are one third of the way through the fiscal year, and everything seems to be on track.

**Librarian's report:**

- **Statistics:** These show the normal ups and downs. Hoopla seems to be continuing in popularity.
- **Newsletter:** The staff is considering reformatting the newsletter so it can be more easily read on smart phones.
- **Tuesday afternoon early dismissals:** Each Tuesday 40-60 children arrive at the library at 2 o'clock due to the early dismissal time at Williston Central School. This has resulted in several concerns as many of the children are not regular library users. Some of the concerns are behavior issues and others relate to whether the parents are aware that there are different parameters of use at the library as compared to the school, i.e. unfiltered internet use and lack of supervision of children leaving the premises. Jane and Jess have been working with the school and parents to make sure everyone is aware of what behaviors are appropriate to the library and what responsibilities the library has (or doesn't have). The Trustees urged Jane to be sure to keep the Select board and the community informed regarding the safety issues involved.

**Staff report:** Kathy Deluca, Patron Services Librarian reported:

- She works 24-25 hours per week and oversees the large print collection, adult and multi-age programming, outreach, and patron services both within and outside of the library. She is also the only librarian who is a Williston resident.

- Her outreach services cover two senior centers and one memory care facility in town. She also makes 4-9 visits to home-bound patrons each month.
- During her tenure she has seen a 97% increase in the number of programs the library offers and a 171% increase in attendance. There is a regular monthly schedule of programs ranging from such things as Current Events Discussions to Mah Jongg afternoons to long-time favorites such Inter-Generational Reading and Cook the Book.
- If the funding for a new part time position is secured, she will be able to share the duties of organizing programs and more time can be spent on public relations and grant-writing.

**New business:**

- Karla has renewed the Trustees' memberships in the Vermont Library Trustees Association.

**Old business:**

- The Trustees looked over the Memo of Understanding again and made a couple small changes. They will now wait for the Select board to make the next step.
- The Trustees discussed the question of a Board retreat. Diane thought we ought to take the opportunity to get to know the librarian and staff better, and the Trustees agreed with her idea of an informal dinner before a Board meeting. As the Community Room is already booked for January 13, it was decided to meet at 6 on February 10 before the regular February Board meeting. Brian offered to take care of the food and drinks.
- Trustees were reminded to attend the Select board meeting of December 17 to present the library budget.

**Adjourn:** The meeting was adjourned at 8:25.

**Next meetings:** Tuesday, December 17 (with the Select board); Monday, February 10 (one week earlier than usual due to Presidents' Day)