

**DOROTHY ALLING MEMORIAL LIBRARY**  
TRUSTEE MINUTES FOR DECEMBER 21, 2020

UNAPPROVED

**Present:** Karla Karstens, Diane Downer, Brian Goodwin, Charity Clark, Kathy Deluca, Steve Perkins, Barbara Mieder; Jane Kearns and Deb Roderer, librarians

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

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

**Friends' report:**

- Due to the pandemic the Friends did minimal holiday decorating this year. There are candles in the windows, a poinsettia on the circulation desk, and lit trees by the entrance.
- Instead of financing the annual dinner for the library staff, the Friends presented them with gift cards to Phoenix Books.

**Current budget report:** The budget report was from October which is one third of the way through the fiscal year, and everything seems to be on track. The library was able to spend \$5000 from the town's portion of the Local Government Expense Reimbursement (LGER) Grant, funded by the Coronavirus Relief Fund (CRF).

**Librarian's report:**

- **Operations Update:** The library stopped offering browsing appointments after Thanksgiving. This allows for fewer librarians in the building. Book bundling services have been added, and these are very popular, especially for youth and children's materials. The Library's website has added a "what to read next" section to help patrons select materials. The library is still quarantining materials for 7 days
- **Statistics:** In general, the statistics are down. However, there is a 7% increase in patrons, and electronic usage is way up (106% for Hoopla). The staff keep very busy with telephone and email communications. The ability of staff to now answer the library phone from their homes has been a help. The entire staff helps with porch pick-up.
- **Public Library Annual Report Data FY 2019 highlights:** Jane reconfigured the report so the Trustees could more easily compare the DAML with other public libraries serving towns similar to Williston in size. This shows that the DAML is smaller in size than libraries in those towns which means that we have room for fewer materials. The DAML has very good circulation figures as well as attendance at programs.

**Staff report:** Deb Roderer, Assistant Librarian reported:

- She is currently working on collecting data for the FY2020 Annual Report.
- We have a new program called "Kit Keeper." Kit Keepers are collections of sets of books of the same title which can be borrowed by book discussion groups.

- There was a building safety visit in the fall sponsored by the Vermont League of Cities and Towns. There were some small issues, and these have all been fixed.
- The “Toys for Kids” collection has been very successful.
- The staff enjoyed a virtual holiday gathering organized by Jane where they all received gift cards from the Friends.
- The staff have been extremely busy with Porch Pick-Up and book bundling. This has left them reduced time for their “normal” duties.

**New business:**

- 2021 Staff Holidays: Jane proposed three changes to staff holidays in 2021 due to the day of the week on which the holiday falls. She proposed the following holidays: July 5 (Monday), a “floating holiday” in lieu of December 25, and closure of December 31. The Board voted to approve this proposal.
- The Board of Trustees’ meetings for January and February, 2021, will be on January 25 and February 22 (a week later due to federal holidays)
- The Board discussed the results of the Board’s self-evaluation. Three of the goals are quite general and difficult to measure: attendance at a greater number of programs, greater assistance to and more interaction with the Friends of the Library, and greater advocacy for the library in the greater Williston community. Three additional goals are more specific: review of the strategic plan, revision of the library director’s evaluation process, and a review of the Memo of Understanding with the Town. It was decided to review the strategic plan as we move forward with new proposals and increased opening hours (March and April). The Trustees will look at streamlining the evaluation process as we conduct the next evaluation. We will invite Erik Wells to attend a Board meeting in January or February to review the MOU.

**Old business:**

**Adjourn:** The meeting was adjourned at 8:20.

**Next meetings:** January 25, 2021, and February 22, 2021