

## MONTGOMERY TOWN LIBRARY UNOFFICIAL MINUTES

March 9, 2020

Present – Marijke Dollois, Rita Kalsmith, Patty Hathaway, Claire Draper, Cheryl Wisell

Library Director – Marlene Hambleton

Friends of the Library – Patrick Farmer

Marijke called the meeting to order at 6:07pm

Changes to the agenda – None

Circulate warrants for signatures and financial report for review

February 10, 2020 minutes – motion to approve made by Rita and seconded by Patty H – all ayes

Appointment of Officers – Marijke – Chair, Jane – Vice Chair, Patty P – Secretary, Marijke – Treasurer

Budget – was approved. Marijke will review the Auction numbers with Erin.

Motion to approve change to hours worked by Library Director from 20 hours per week, to 22 hours per week. Motion made by Cheryl, seconded by Rita.

Library Director's report – Motion to approve made by Patty H seconded by Claire – all ayes

- Due to a patron request, we will start including the Library Director's report at the end of the minutes document. Please see below.

Patron Complaints – Two complaints have been identified. 1) Volunteer not showing up for scheduled shift, and patron waiting (re-iterating if unable to make shift to call Library Director who will then coordinate getting a sign on the door). 2) Patron on computer with music so loud other patrons could hear it clearly (looking into new headphones with closed backs vs the open back headphones currently in place. Testing out a couple models).

Silent Auction – Tentative first meeting scheduled for April 30<sup>th</sup> at 6pm.

Volunteer appreciation – Scheduled for 4/19, 2-4pm.

Friends of the Library – No new updates, reminder of the Levi Allen event on 3/29 at 2pm.

New Business – We will need to write up and send our Annual Fundraising letter for April. Only need the cards to be replenished.

Adjourn – 6:40 pm motion made to adjourn by Claire and seconded by Rita – all ayes

Respectfully submitted,

Cheryl Wisell

# ***Montgomery Town Library***

*Librarian's Report for February 2020*

*Submitted to Board of Trustees March 9th, 2020*

*Marlene S. Hambleton*

- The month of **February** resulted in **254** patron visits.
- Total of **467** Circulation Transactions took place, 110 DVDs, 62 Adult Books, 44 Children's Books, 25 YA and Juvenile books. 27 E-books and 62 Audiobooks were checked out through OverDrive. There were 26 movies streamed through Kanopy.
- Donations Y-D is \$ 350.00
- Books, DVDS & Subscription Y-D is \$1,036.77
- Programming Y-D is \$175.51
  
- During the month of February the library hosted 5 programs or meetings. These included:
  - 1 Library Trustees meeting;
  - 2 Building Brighter Futures (22 attended);
  - 1 Book to Film (7 attended),
  - 1 Friends of the Library (6 attended).

## *News and Activities:*

*Book to Film:* Our Book to Film, Julie & Julia, by Julie Powell, was viewed on February 19<sup>th</sup>. Crooked House, by Agatha Christie, will be our next Book to Film book and will be shown on March 25<sup>th</sup>, Book to Film is normally on the third Wednesday of each month, however, the conference room will be unavailable that evening.

*Young Adult Section;*

In the month of February we continued to cull, reorganize, and repopulate our Young Adult section. The Young Adult section is in the process of revamping literature which is dated and not very interesting to our patron who pursue these shelves. Classics, timeless literature, graphic novels, many serial books from the last ten years, Dorothy Canfield Fisher books remain on the shelves. We are well on the way to accomplish my goal of shaping a Young Adult collection that is exciting and interesting to our patrons interested in what books this section has to offer them!

*New Book to Film Rack:*

The yellow spinning rack that was re-purposed as our Book to Film rack has garnered quite a bit of attention in the first month of its new life. The rack needs to be repopulated every few days, as movies or books are checked out. It's great to have another way to entice patrons to browse our materials.

*Volunteer News:*

Exciting news for one and all! Beth Crane has decided she'd like to volunteer a second shift per week with us. This offer gives us the opportunity to re-offer daytime hours on Thursdays. The weekly schedule will look like this;

MON	TUE	WED	THU	FRI	SAT	SUN
10 -12 <b>BBF</b>	10 -12 DREW	10 -12 SUZANNE	10 -12 BETH	10 -12 BETH/JANE	10 -12 JODY	
12 – 2 KEN				12 – 2 ESTHER	12 – 2 SEBASTIAN	12 – 2 ABBY/CHRIS
3 – 7 MARLENE	3 – 7 MARLENE	3 – 7 MARLENE	3 – 7 MARLENE			

*Replacement Headphones:*

We have begun to test out options to replace the headphones offered to our computer using patrons. We have recently been made aware that our headphones are not soundproof, noise often escapes the earphone if the volume is set loudly. We currently offer Open-back headphones, Open-back headphones are designed so that the outer shell of the ear covering is perforated in some fashion, typically with horizontal cutouts. The design leads to noise escaping the earphone. We will be investing in Closed-back headphones which have a solid outer shell with no perforations of any sort such that the shell effectively cups the entire ear and keeps sound in. Closed-Back earphones cost around \$35 each. We will be testing out one set of headphones before we make a purchase to replace all 5 sets. There are now reminders for patrons to keep their volume down, the laminated sign reads “IF someone else can hear your audio, the volume is too loud! Please be considerate of others.”

Respectfully submitted,

Marlene S. Hambleton