



Fletcher Free Library
235 College Street
Burlington, Vermont 05401
Ed Adrian – Board Chair

LIBRARY BOARD of COMMISSIONERS MEETING
3RD MONDAY OF EVERY OTHER MONTH @ NOON
FLETCHER FREE LIBRARY, LOCAL HISTORY ROOM

Schedule for 2015-2016 Fiscal Year is as follows:

April 25, 2016

May 16, 2016

AGENDA

1. Approval minutes
2. Approval agenda
3. Public Forum
4. Time for review of meeting packet {as needed}
5. Director's Report (*attached*)
6. Update from recent PLA conference in Denver (Megan Butterfield)
7. Current status of Strategic Plan
 - a. Timeline
 - b. Creation of working groups with Commissioners aligning with implementation of aspects of plan that involve Commission
8. FY17 Budget Update - proposed request
9. Friends of Fletcher Free Library update – Ellen MacLellan, Vice-President of Friends
10. New Business
11. Next meeting agenda items and date
12. Executive Session {as needed}
13. Adjournment

*The latest Library Board Meeting Minutes and Upcoming Meeting Agendas are
Posted on our website: <http://www.fletcherfree.org/about.html#Board>*

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, April 25, 2016 at 12:00PM in the Local History Room of the Library

In attendance: Jessica Nordhaus, Cate MacLachlan, Glenn McRae, Ellen MacLellan, Allyson Laackman, Mary Ellen Manock, Peter Ireland, Charles Winkelman, Megan Butterfield, Rubi Simon, Kath Laing (Clerk)

Apologies: Ed Adrian (Chair)

Agenda item 1. Approval minutes. The draft minutes from March 21, 2016 were approved unanimously.

Agenda item 2. Approval agenda. The agenda for the current meeting was approved unanimously – with one requested change of moving the Friends to the agenda before the Strategic Plan update.

Agenda item 3. Public Forum. No public forum was needed.

Agenda item 4. Packet review. No time was needed for packet review.

Agenda item 5. Director's Report. From her report, Director Simon highlighted the rebranding effort. A meeting with Solidarity of Unbridled Labour to discuss the potential of their services for the rebranding is scheduled for March 26. Ellen MacLellan shared that the Friends would be interested in rebranding at this time as well. Director Simon is happy to include this in discussions and plans for rebranding.

Agenda item 6. Update from recent PLA conference in Denver (Megan Butterfield). Rebecca Goldberg and Megan Butterfield travelled to Denver to attend the Public Library Association annual meeting, with the financial support of the Friends. Staff Commissioner Butterfield reported that this was an awesome experience that has helped both her and Rebecca think differently about aspects of their jobs – including early literacy programming, outreach to the community, and partnerships. Megan and Rebecca are happy to share their insights with Friends if that is convenient. Commissioner McRae commented how useful it would be to have short briefs from staff of take aways from professional development opportunities and have service area presentations at Board meetings – helpful to educate the Commission on what the library is doing in the community and how it is growing over time. Director Simon will again schedule service areas shares at Commission meetings. Commissioner Nordhaus shared that she recently heard Superintendent Obeng speaking about strengthening the school district partnership with FFL.

Agenda item 7. Friends of Fletcher Free Library update (Ellen MacLellan). The Friends report over \$14,000 in revenue for months of December, January, February and March. Total current balance \$84,626. The new Board was elected at the Annual Meeting March 8, 2016. The officers for 2016 are: President – Joan Conroy, Vice-President – Kirsten McNeill, Treasurer – Ann Warrington, Secretary – Robin Twery. Members at large are Amanda Hannaford, Ellen MacLellan, Anne Nixon, and Hillary Silver. Friends worked in 2015 with library development staff to develop and implement accounting and funding procedures. Reporting procedures and expectations were more clearly defined, the process for

resource allocation has also been more fully developed and implemented with library staff. Friends are working with library development staff to complete the annual report for 2015.

Agenda item 8. Current status of Strategic Plan. A working draft of the Strategic Plan will be completed toward the end of May. Currently developing the objectives and activities as well as the measures of success. A graphic representation of the strategic framework was presented to the Commission. See document attached. Commissioner McRae plans to reconstitute the strategic planning subcommittee and the steering committee to support the provide input to the draft of the strategic plan, provide support to the implementation of the strategic plan and help track community outcomes and impacts.

Agenda item 9. FY17 Budget Update. Director Simon has met various times with the City's Chief Accounting Officer regarding FY17 budget. The Library submitted budget requests to the City, which have been included in the Mayor's recommended budget and will be presented in the evening of April 25 to the Board of Finance. See the attached document summarizing the library's requests for FY17. Commissioner McRae suggested that in-kind contributions in goods and services through partnerships with community organizations be monetized by the library annually.

Agenda item 12. New Business. Commissioner McLachlan requested a status update on Teen Space. Director Simon reported that core and summer programming is being developed and scheduled for teens. Partnership conversations are underway with the Generator, 242 Main, as well as middle and high school staff.

Agenda item 15. Next meeting agenda items and date. May 16 at noon at the Library. An executive session will be needed for the Library Director evaluation.

Agenda item 12. Executive Session {as needed}. No executive session was needed.

Agenda item 13. Adjournment. The meeting adjourned at 1:04pm.

Fletcher Free Library

To: Library Commission
From: Rubi Simon, Director
Date: 04/26/2016
RE: Director's Report

General business:

- The library is currently reviving the final process of strategic planning and will be working on completing final draft.
- Working on budget to submit to the CAO.
- Finalized director's self-assessment for FY17 and have submitted to the Mayor's office.
- Have begun working with HR to review professional library staff job descriptions during next few months. The goal is to ensure that job descriptions align with strategic plan.

Programming & Services:

- Library is working with Mike Schirling & BT on revitalizing LOLA project with Chattanooga & UVM. LOLA is a Low Latency audio and videoconferencing technology that enables real-time, simultaneous, live musical performances across long distances. This technology is made possible by the Internet2 Innovation Platform, a 100 gigabit network connecting advanced research and education networks
- Library is currently working on rebranding for FFL and have a meeting scheduled this month with Solidarity of Unbridled Labour to discuss proposal.
- Library sent key youth staff, Rebecca Goldberg and Megan Butterfield to national Public Library Conference (PLA) in Denver this month. Staff had to opportunity to attend various lectures/seminars as they related to current trends and practices in youth services which included the following areas- outreach, libraries & education, image & community partnerships.
- Currently working on keeping programming consistent during Barbara's absence. We've scaled backed on taking on new large programming during Barbara's leave.
- FFL is working with City IT to transition from a PC-based computer center to a virtualized desktop network, replacing the existing pcs with thin clients connected to a central server. Support and expertise from Champlain College and corporate sponsors is currently being sought for hardware, software and installation of the virtual architecture.

Fletcher Free Library – FY17 Budget Notes

1. Upgrade Librarian position to Assistant Director (budget increase \$3,337.78)
 - The proposal is to upgrade of a Librarian (Grade 18) position to Associate Director (Grade 21). This position would take on the responsibility of managing day-to-day library staff and facilities, allowing the Library Director to concentrate on higher level service improvement and growth.

2. Create 2 Computer Center Monitor positions (increase \$60,846.24)
 - The Fletcher Free Library (FFL) houses the Burlington community’s **ONLY** public access to technology and information.
 - The Computer Center (CC) currently has 14 desktop computers and averages 3,200 user logins a month at 58 hours a week. High use is taking its toll and the CC desktop computers require increasing attention to keep in working order.
 - FFL is working with City IT to transition from a PC-based computer center to a virtualized desktop network, replacing the existing pcs with thin clients connected to a central server.
 - Support from Champlain College and corporate sponsors is currently being sought for hardware, software and installation of the virtual architecture.
 - Currently Professional Librarians, are stationed at the computer center providing support to CC patrons not allowing Librarians to focus on higher level projects and community outreach.

3. Create a Library Foundation
 - The Fletcher Free Library proposes the creation of a Foundation to facilitate fundraising and community outreach. Our goal is to have the City continue to manage and fund the day-to-day operations of the library (staffing and facilities).
 - The Foundation will undertake projects beyond the scope of the town's budget, including capital campaigns for building renovations and furniture replacement; and annual fundraising for library programming, professional development and other special projects.
 - We are currently experiencing ethical challenges responding to donor requests to restrict their donations to direct investment in library services/resources as opposed to city general fund unrestricted revenue.
 - The Library’s 32-hour Development Manager is currently raising unrestricted and restricted revenue through the City General Fund, as well as our Friends 501c3 organization that both directly benefit FFL. In FY17, we request a \$50,000 decrease in budgeted revenue to reflect the funds raised through the Friends 501c3.

Fundraising through Friends 501c3	FY16 to date
Friends contribution to Library FY16*	\$ 25,000
Confirmed grants	\$ 11,211
Pending approval	\$ 8,500
Total raised through Friends for FY16	\$ 44,711
Friends book sales & membership dues for reinvestment in library programming, professional development and special projects	\$ 26,954
Projected total investment in Library from FY16 activities	\$ 71,665

** Funds allocated annually to the library programming, professional development and special projects by the Friends' Board*