



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:

July 20, 2015

September 21, 2015

November 16, 2015

January 2016 – *Date to be announced*

March 21, 2016

May 16, 2016

AGENDA

1. Approval minutes (*attached*)
2. Approval agenda (*attached*)
3. Public Forum
4. Time for review of meeting packet {as needed}
5. Welcome to New Commissioner – Allyson Laackman
6. Director's Report (*attached*)
7. Commission Committee review discussion
 - a. Board Development / Strategic Planning Committee – Glenn McRae
 - b. Development Committee – Jill Krowinski
 - c. Collections / Physical Assets Committee
8. Strategic Plan update
 - a. Community Engagement Report
 - b. Upcoming Staff and Commission sessions with Maureen Sullivan
 - c. Strategic Plan development
 - d. Launch
9. Strategic Development discussion
 - a. FY15 Annual Appeal update
 - b. FY16 Annual Appeal goal and timeline
 - c. Corporate sponsorship, grants
 - d. Trust fund / endowment

10. Policy approval (*attached*)
 - a. Collection Development
 - b. Social Media
11. Friends of Fletcher Free Library update – Ellen MacLellan, Vice-President of Friends
12. New Business
13. Next meeting agenda items and date
14. Executive Session {as needed}
15. Adjournment

The latest Library Board Meeting Minutes and Upcoming Meeting Agendas are
Posted on our website: www.fletcherfreelibrary.org

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, May 18, 2015 at 12:00PM in the Local History Room of the Library

Subject to Review

In attendance: Ed Adrian (Chair), Jill Krowinski, Peter Ireland, Glenn McRae, Jessica Nordhaus, Peg Boyle-Single, Cate MacLachlan, Ellen MacLellan, Rubi Simon, Kath Laing (Clerk)

Apologies: Kate Bouton, Mary Ellen Manock

Agenda item 1. Approval minutes. The draft minutes from March 16, 2015 Commission meeting were approved unanimously.

Agenda item 2. Approval agenda. The agenda for the current meeting was approved unanimously, with one change: move Martha Keenan's 10-year capital improvement plan presentation from #13 to #4 on the agenda.

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

Agenda item 4: Presentation of the City's 10-year Capital Improvement Plan - Martha Keenan, Capital Improvement Manager, City of Burlington. Martha Keenan explained the capital improvement plan is a snap-shot in time, a working document summarizing the City's capital reinvestment and expansion needs over a 10 year period. The objectives of her presentation are to familiarize all Commissions with the Capital Improvement Plan and to request Commissions send a letter to the Board of Finance confirming they had been presented the plan and providing feedback on the plan. Martha presented the plan by walking commissioners through the column graphs in the meeting packet. Some clarifications made along the way include: the City contracted EMG to conduct a complete facility assessment for all City Departments, the reinvestment needs are based on this report, the plan does not include the school district, FYs 16 and 17 have higher needs as these are urgent reinvestments that have been deferred from previous years, the shortfall to meet reinvestment needs is approximately \$62M, expansion needs are not exhaustive, funding for expansion needs as yet not identified, enterprise capital plans require further analysis, airport not included as an enterprise fund as it is currently self-sufficient.

Commissioner Adrian asked about Library expansion as it is not currently considered in the plan presented. Martha Keenan responded that the school district was currently discussing development of library satellites at South End and New North End schools. Martha summarized the capital reinvestment of approximately \$650k the library has benefitted from during FY15: painting, carpeting, HVAC systems, skylights and roof membrane, masonry, fire alarm, lighting (seeking efficiencies). Needs include slate roofing. The question of whether the Library is included in the downtown TIF was raised, Rubi to investigate. Commissioners McRae and Adrian summarize points to include in the Commission's letter to the Board of Finance: good presentation, appreciation for CIP project management of reinvestments in library during FY15, agree fully with capital planning reducing annual maintenance expenditures across the city, currently completing library Strategic Plan that will identify further library capital needs, would like library to be present at discussions around future use of memorial auditorium and joint library-school expansion. Clerk to work with Commissioner Adrian on letter to Board of Finance.

Agenda item 5. Packet review. No time was taken for packet review.

Agenda item 6. Director's Report. Director Simon highlighted interviews to fill the Executive Assistant position almost complete.

Agenda item 7. Commission Development. Trustee MacLachlan welcomed to her first Commission meeting. Commissioner Krowinski confirmed she had submitted a resume for the other vacant Trustee position to Commissioner Adrian and Director Simon. City Council is currently seeking to fill 2 commissioner seats – Commissioner Adrian and Boyle Single terms are over at the end of FY15. Mayoral Designee Nordhaus confirms she has been asked by Mayor's Office to serve another year. Commissioner Boyle Single thanked everyone as this was her last meeting. Chair Adrian thanked Commissioner Boyle Single for her dedicated support over the last 6 years.

Agenda item 8. Library Director's reappointment letter. The letter was unanimously approved.

Agenda item 9. Commission Annual Report draft. Commissioner Adrian distributed hardcopies of the draft annual report (that had been circulated by email earlier that day), asking Commissioners and Trustees to get back to him with comments, suggestions via email.

Agenda item 10. Commission role in budget development. Commissioners took some time to review the budget presentation and paper circulated in the meeting packet. Director Simon explained that the costs of the website redesign and rebranding initiatives in FY16 would be covered by restricted funds currently being held by the City for the Library. Commissioners acknowledged having reviewed the FY16 budget documents to be presented to the Board of Finance Thursday May 21, 2015.

Agenda item 11. Strategic Plan update. In addition to the notes in the meeting packet, Director Simon reported on a meeting with the City's Community Engagement Specialist – Kesha Ram, who had shared a recently finalized Community Engagement Handbook for Library use during the community engagement phase of the strategic plan. Commissioner McRae suggested a broader dissemination of the survey. It was agreed that the survey would be sent to PTOs, Schools, reposted on FPF and Facebook, as well as other networks and social media programs.

Agenda item 12. Annual appeal update. The Library's Development Coordinator will circulate an informational analysis of the annual appeal in early June. Commissioners were in agreement that the development efforts needed to be targeted over a period of 3-4 years. Commissioners were in agreement that the appeal had raised public awareness of library services and programming.

Agenda item 13. Friends of Fletcher Free Library update - Ellen MacLellan, Vice-President of Friends, shared an accounting for April for the Friends. She also reported that an e-bay account had been opened by the Friends to sell books online, the spring book sale would be June 6 and 7, the accountants are currently preparing the organizations 990 form and financial annual reports for 2014. Notes in meeting packet.

Agenda item 14. New Business. No new business.

Agenda item 15. Next meeting agenda items and date. The next meeting will be the first of FY16 on July 20, 2015 at noon in the Local History Room of the Fletcher Free Library.

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

Agenda item 13. Adjournment. The meeting adjourned at 1:30pm.



To: Fletcher Free Library Commission
From: Rubi Simon
Date: 7/16/15
RE: Department Head Report

What are the current Department Goals:

- Recruiting Teen Librarian position.
- Restructuring youth department's roles and responsibilities with expansion of youth staff hours.

What are the current Department Challenges:

- Working with HR and City attorney on internal security staff concerns due to a recent incident with a library staff member.

Updates on key initiatives:

- ILS migration has been completed. Robert Colburn was the project manager for the process. Staff were incredibly supportive during the process. We are gradually incorporating various trainings for the different modules as they pertain to each service area as well as evaluating work flow methods.
- Facility projects-
 - HVAC system repaired in the Carnegie side of the building that will then be incorporated into our current energy monitoring system.
 - Skylights are being replaced in each meeting room.
 - Repairs to the roof are also in progress that should address many of the leaks in the building.
 - Glass wall in main reading room has been repaired.
- Currently on the Mayor's ELI (Early Learning Initiative) as a member of the advisory board. Library will be supporting the data management of this project. Kath Laing will be the point person for the data management and will be working with commissioner Jessica Nordhaus who is the ELI project manager.
- Recently attended American Library National Conference in San Francisco. Conference theme was Transforming Libraries. Was able to focus on data collection for public libraries, current trends in library and ensuring relevancy to your community, and current early learning initiative models in public libraries.
- Summer Reading online registration and reading log is a success. The Library will be able to gather significant data for this year's program. We currently have over 1,100 participants in the Summer Reading Program.
- Have completed creation of standardized form for staff evaluations as one of Director's key goals for FY16 in order to begin job description evaluations.
- The Library has submitted an EEI grant application that, if awarded, will allow us to implement our VELI training and resources by funding outreach and programming to the state-tracked legally exempt childcares (LECCs - unregistered childcares - there are 24 in Burlington,) and any other informal childcares we identify during project implementation in the Burlington community.

- Library will now be responsible for staffing the city's PACC (Parks, Art, and Culture committee). With Kath's position expansion she will be the designated staff person. Parks and Rec had previously staff this city committee for several years. Committee members are councilors Dave Hartnett, Karen Paul, and Selene Colburn.

Fletcher Free Library Collection Development Policy

Mission:

In keeping with the Fletcher Free Library's mission statement, the Collection Development Policy serves to ensure that the Library's collection serves the diverse educational, cultural, and recreational needs of the community. We strive to develop a robust, up-to-date, well-rounded and relevant collection that reflects and enhances the cultural interests of Burlington.

Purpose:

The purpose of the Collection Development Policy is to provide a framework to guide selection decisions, and establish practices to maintain the collection.

Profile:

As the largest public library in the state of Vermont, serving an immediate population of over 42,000 people, The Fletcher Free Library provides access to information to a diverse community. Sixty languages are spoken in the homes of Burlington's school children. Burlington is the home city for several corporate headquarters, supports a thriving creativity sector, and hosts the University of Vermont, Champlain College, and Burlington College.

Philosophy:

The Fletcher Free Library collects materials to support the Library's mission. Materials are collected in a variety of formats for all ages.

Member use and demand is the most powerful influence in collection development decisions. Circulation statistics, title requests, and hold levels are regularly evaluated to monitor the demand for materials. High demand may lead to the purchase of additional copies to provide access to materials in a timely manner.

In keeping with the American Library Association's Library Bill of Rights, efforts are consistently made to avoid bias in the collection. No beliefs, be they from Librarian, Selector, Commissioner, or Library member, may prevent another's access to information. The Library provides materials to support each individual's journey, and does not place a value on one member's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

The Library's collection is an ever-changing entity. As items are added, others are reviewed for their ongoing value and sometimes removed from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, budget, and space limitations, as well as local needs which preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in the state of Vermont. Access to these collections is provided through interlibrary loan.

The Library's Youth and Young Adult collections serve to encourage recreational reading, support scholarly enquiry, and develop life-long learning. The collections should serve to stimulate interest, enhance reading skills, and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of the parents/guardians who oversee and guide their own children's development. The Fletcher Free Library does not intrude on that relationship.

Responsibility for Collection Management:

Implementation of the Collection Development Policy and management of the collection is assigned to Library staff. Staff review the collection regularly to maintain its viability and usefulness to the community. The Fletcher Free Library disposes of materials that have been withdrawn according to the Criteria for Weeding and Withdrawal outlined below. The Friends of the Fletcher Free Library serves as an instrument for the Library, reselling or redistributing withdrawn Library materials.

Budgeting and Funding:

Funding for the purchase of materials comes primarily from the City of Burlington's General Fund. In 1995, a ½-cent tax was approved by Burlington voters to ensure the vitality of the Library's collection. Additional funding may come in the form of grants or donations.

Selection Criteria and Maintenance:

General criteria for selecting materials to be added to the Library's collection shall include, but not be limited to the following:

- Relevance to the needs and interests of the community
- Price, availability, and the Library's materials budget
- Date of publication
- Suitability of the format for library circulation
- Current or historical significance of the author or subject
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted through the editing and publishing industry
- Relevance to the existing collection's strengths or weaknesses
- Local significance of the author or subject
- Extent of publicity, critical reception, and anticipated demand

Certain topics and types of materials become out-of-date more quickly than others. It is the Selector's responsibility to ensure that the Library is keeping up with current trends in their selection assignment ranges.

Selection Aids:

Selectors have a variety of tools to use in their selection process. Selectors employ their training, knowledge, expertise, and familiarity with the Burlington community in making selection decisions. Additionally, the Library provides library and publishing trade journals, attendance to professional conferences, vendor databases, and catalogs to keep Selectors abreast of trends and forthcoming publications.

Criteria for Weeding and Withdrawal:

The decision to remove an item from the Library's collection is as important as the decision to add an item. The process of removing items from the Library's collections is undertaken on an ongoing basis. Criteria for weeding and withdrawal of Library materials includes, but is not limited to:

- Damage or poor condition
- Number of copies in the collection
- Accuracy or timeliness
- Current demand and frequency of use
- Updated materials covering the topic available for acquisition
- Relevance to the needs and interests of the community
- Local interest
- Potential availability in other formats or from other libraries
- Enduring value of the content
- Coverage of the topic within the Library's collection
- Limitations of shelving space

If the Selector directs, damaged or dated materials may be replaced with newer copies or editions when available. Other factors in the decision to replace materials may include need, demand, and budgeting constraints.

Format:

The Library seeks to provide material appropriate for a wide range of users and their needs. The Library reserves the right to limit use of materials due to formats not suitable for circulation. These may include materials that may sustain damage from normal library wear-and-tear that may prove difficult to repair or replace.

Gifts and Donations:

The Fletcher Free Library accepts unrestricted, irrevocable gifts of books and other library materials in good condition. Gifts and donations are accepted with the understanding that they will be evaluated by the same criteria used to select and purchase materials for addition to the collection. If gifts do not meet these criteria, they may be conveyed to the Friends of Fletcher Free Library for sales to benefit the Library, recycled or otherwise distributed. Gifts will not be returned to the donor if they are not selected for the Library's collection.

Requests for Reconsideration:

A member may submit a formal Request for Reconsideration in writing. The form is available online or at the Circulation Desk. Upon receipt of a completed Request for Reconsideration, the Library Director will appoint an ad-hoc committee from the professional staff including, but not limited to, the Selector for the subject area of the item in question and the appropriate department head. The committee will consider the request in relation to the Library's mission, policies, and selection criteria. They will then make a written recommendation to the Library Director, who will make the final decision regarding the disposition of the material. The Library Director will communicate the decision, and the reasons for it, in writing to the member who initiated the Request for Reconsideration. The Library Director will inform the Library Board of all Requests for Reconsideration and the issued decision.

If the member who initiated the Request for Reconsideration is not satisfied with the written decision of the Library Director, the decision may be appealed to the Library Board of Commissioners and Trustees by making a written request to the Chair of the Board. The member making the request will receive a reasonable opportunity to present an oral argument at a regularly scheduled Board meeting. The Board reserves the right to limit the length of the presentation. The Board will consider the merits of the written decision in light of the Library's policies, and will vote to uphold or override the decision. The Board's vote determines the final disposition of the material.

Policy Revision:

Approved by the Library's Board of Commissioners mm/dd/yyyy.

Definition of Terms and Glossary:

Acquisitions: Used to describe the process where a title chosen by a Selector is ordered, received, invoiced, and paid for before becoming part of the Library's collection. Also used to refer to the team of Library staff members responsible for performing these tasks.

Collection management: Umbrella term covering all decisions made after an item is part of the collection. Caring for the collection includes repairing, replacing, or withdrawing damaged materials, as well as replacing dated materials with newer editions.

Selector: A Librarian responsible for the choosing and weeding materials to be added to the Library's collections. A Selector will be assigned a range of topics or genres, and is expected to develop subject familiarity and awareness within their assigned topics. Using professional resources, the selector identifies items for acquisition that will enhance the Library's members' experience and knowledge. A selector is expected to set aside any personal bias, and to serve the community by covering issues from all sides.

Weeding: The process of identifying items that have become damaged, dated, or have had low demand, amongst other considerations. These items are removed from the shelves and removed from the catalog. Selecting items to be weeded from the collection is as important to maintaining a healthy collection as selecting items to be added to the collection.

FLL Social Media Policy

Policy statement

The Fletcher Free Library has established social media sites primarily in order to inform Library users about Library programs, events (including those co-sponsored with other organizations), and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited forum for discussing library related programs that is open to users of all ages.

Definition

Social media is any website or application which allows users to generate and share content. The library uses several social media tools, including Facebook, Twitter, and blogs.

General provisions/regulations

The Fletcher Free Library welcomes public comments on our social media networks. Individuals are fully responsible for the content of their comments. Although the site is not monitored at all times, the Fletcher Free Library reserves the right to delete or edit any of the following: Violations of any of the below may warrant, at the Fletcher Free Library's discretion, an indefinite blocking of a user from our page(s).

User Responsibilities and Use Restrictions:

- Off-topic (not related to library business or to the particular article being commented upon) posts
- Commercial and/or solicitations, promotions or spam
- Endorsements of any financial or commercial entities
- Duplicated posts
- Comments that threaten or defame any person or organization
- Comments that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, gender identity, sexual orientation, marital status, national origin, physical or mental disability, veteran status, or receipt of public assistance or that harass another person on one of those bases
- Comments with explicit or overly suggestive sexual content or links to sexual content
- Threatening, hateful, or racist language and personal attacks
- Private, personal information published without consent
- Violent, obscene, profane, or libelous content
- Comments that suggest or encourage illegal activity
- Copyright (or other protected legal interest) infringement/plagiarized material
- Political advocacy
- Posts that violate laws or library policies
- Information that may compromise the safety or security of the public or public systems
- Comments in support or opposition to any political campaign or ballot measure
- Posts that contain spam or links to spam

Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number or address. The library does not act in place of, or in the absence of, a parent. The library is not responsible for the quality or content of information encountered on the internet. The Library also assumes no responsibility for any claims, liabilities, actions or damages to personal property arising from use of any library-owned or leased electronic services, or resulting from the use of data made available through electronic information services.

DRAFT

LIBRARY BOARD OF COMMISSIONERS

Thursday, July 19, 2012

Local History Room

In attendance:

Peter Ireland, Robert Coleburn, Eric Lindstrom, Rachel Van Vliet, Dan Balon, Jill Krowinski, Emer Feeney, Christine Webb, Robert Resnik.

1. Agenda & Notice of Warning:

- There will be no formal August meeting. Board members will keep in touch and discuss issues that arise via e-mail.

2. Minutes:

- The June minutes were approved.
- The May minutes have not been received yet.

3. Public Comment:

- No public comment was made.

4. President's Report:

Director

- The board gave Miro's office a political memo detailing the director position as well as a job description (3 pages). The job description included essential/non essential functions.
- Once the city got the job description, they put it into the template and cut it down to 1 page. They didn't always use language the board used in the description and the city reverted to older aspects of the director's job.
- The description went to the labor management meeting upon which staff requested changes to align with the board's initial job description.
- The city it would make changes, but the revised copy was still different and not what was stated in the copy written by the board (for example, the city lowered the requirements of library experience).
- There seems to be a disconnect from the communication Eric has had with the mayor's office and the newest job description that was posted.
- One possibility of what to do is to ask for the template so the board can put the information into it.
- Christine looked at ALA job postings for minimum experience and most were around 5 or more (which the board had requested).
- Eric is expecting an e-mail about the timetable of the process of hiring the new director.
- The mayor's office mentioned that the head of the board of commissioners gets to pick people to the search committee; Eric

forwarded the list of volunteers for the hiring committee compiled by the board.

- It seems that the mayor's office wants to have a major part in the hiring committee.
- The mayor's office has ultimate veto power over everything, but has invited us to have a lot of power in this process.
- Once the department head is hired, then he/she will have the power over other hiring we believe.
- It's slightly ambiguous who has the power: the city needs to clarify the roles in this process. Eric will check with the city and share information received with the board.
- The mayor's office hasn't had to deal with hiring a library director for many years
- The building is only mentioned once in the city's job descriptions. The upkeep of the building is a major part of the job and a major task.
- Eric will discuss the rate of pay with the mayor's office.

Assistant Position

- The position ideally will be filled soon after the director is hired.
- The director will be a part of the hiring process.
- The board may be able to use old assistant position job descriptions to help in the process.
- The board can craft the structure of the position ahead of time and have the director assist, approve, and help hire for it.
- The FFL will need the mayor's approval for this hiring.
- One possibility raised is the opening of Sammy Friedman's position (she is retiring). She is accounts payable and acquisitions (20 hours per week) which could be turned into a 40 hours per week with Sammy's position plus the assistant position
- There is at least the possibility of reorganization to include an administrative assistant to the director position.

Long Range Plan

- The Director needs to be here first before the board can have potlucks to invite the community members to work on the long range plan.

5. Co-Directors' Report:

- Renovation Project Start Date: July 24, 2012 through the end of August/ beginning of September
- Robert has taken on the fiction selector's job. This is a huge undertaking.
- Robert and Robert and getting used to taking on the new tasks but can only do so much without a director.
- How can the staff discuss events going on with the board so we are more aware and so we can publicise more? Staff will try to share information about future events and projects.

- This year the FFL has the most kids signed up for Summer Reading Program ever! Miro tweeted and posted a picture about this news on his Facebook.

6. Staff Commissioner's Report:

- Mental Health, theft, and safety issues are the biggest concern at the moment.
- Christine Webb has been going to the Street Team Advisory Meetings and shared this information which has helped.
- Staff has communicated with the Parks Patrol who have come in and helped when necessary. They have offered to trespass people.
- There are not enough spaces for people with mental health issues so at the local level, there is less room for people now. This is a huge concern and people are not getting the help and attention they need. People who are facing these issues are here at the library. Staff wants to have better policies and more discussions about what to do. Staff hopes to have a retreat to learn more about all safety and mental health issues in the winter.
- Nga has been the backbone of circulation and is greatly missed at circulation.

7. Committee Reports:

- Diversity- Committee will have their end of the year event. FFL will be submitting an application for year 3 for Cultural Competency.
- Development- Ashley made a template of quarterly funding reports to be used in the future. There were successful numbers for FY '12. \$96,700 (not counting VT Arts Council Grant) came in which was an increase. The total number of donors was about 261 (54 new donors) which was also an increase.

8. Friends of the Library Report:

No report this month.

9. Update on Status of Commissioners with Terms Up for Renewal:

- Eric will check on status of commissioners who have not decided if they will stay on.

10. Actions to be Taken:

- Eric will contact Karina and Julie at HR
- Jill is meeting with Karina and Julie about Outreach
- Eric will contact Ollie about renewing his term

11. Adjournment