

## LIBRARY BOARD OF COMMISSIONERS

Monday, January 13, 2014, 5:15 p.m.

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Local History Room

In Attendance: Glenn McRae, Selene Colburn, Mary Ellen Manock, Rubi Simon, Ellen MacLellan, Jill Krowinski, Peter Ireland, Peg Boyle-Single, Kate Bouton, Ed Adrian. Jessica Nordhaus

1. Agenda & Notice of Warning
  - Goals for meeting – Feedback on Request for Qualifications
  - Decide on meeting schedule
2. Approval of (November) Minutes--*approved with one amendment: Kate Bouton also attended the VT Library Trustee's conference.*
3. Public Comment
4. Committee Chairs' Comments
  - Development--Jill Krowinski
    - i. *first day of interviews for Development position search is complete (2 complete/6 candidates). 24 applicants total. The committee felt good about the applicant pool.*
    - ii. *would be helpful to work across committees with Strategic Planning Committee after hiring,*
    - iii. *annual appeal went out in December, getting returns back. Rubi reported a couple thousand in donations so far. Once Development position is filled, will refine appeal approach*
    - iv. *option of making donations tax deductible? continuing to discuss relationship with Friends of the Library*
    - v. *Resolution for City Council to create a library fund. CAO is structuring a budget that has a line item for donations and restricted funds given to the library. Right now is going into the general fund.*
  - Collection/Physical Assets
    - i. *Line item for repairs*
    - ii. *City has hired someone to oversee Capital projects--a good resource for the library and our critical repairs needs.*
    - iii. *UVM graduate student, Elissa Portman, has completed a conservation report on historic preservation of the Carnegie building. One copy to Mayor's Office; Rubi will give one to Martha at Capital projects. Valuable to the library to have as a baseline.*
    - iv. *Collection Development Policy--reference staff is working on a baseline document. Looking at history and past practices. Suggestion to include Collection Development policy in Strategic Plan, eg: the maintenance and preservation of historical documents, ordering procedures and policies, etc. Are*

*creating guidelines based on best practices for libraries. What are the metrics? eg: what is the way of measuring in-house use? Condition (flagging damaged items as they come back in), circulation, reviews, multiples, etc)--ebooks, determining what the balance is use, negotiating with vendors.*

- v. *re: Christine Webb's report: 6,000 items culled. 140,000 items. Capacity=100,000.*

- **Board Development/Strategic Planning--Glenn McRae**

Committee Report: At our December meeting we agreed that we should advance a Request for Qualifications instead of a Request for specific proposals. This was guided by our agreement that we want to engage someone with specific experience working with libraries and it is unlikely that we will find this in a local consultant. A likely scenario is that we will be able to engage an expert from out of state to design and guide and inform the process and use an experienced facilitator locally to help keep the process moving.

The RFQ is meant to identify the best national consultant who we want to work with. Rubi expressed confidence that she can get it out through the necessary networks to get a good response.

- i. *Questions for board:*

- 1. *are we incorporating enough information?*

- a. *include language about our "diverse urban library setting"*
    - b. *include collections development in scope*

- 2. *Process for advancing this work? Committee meets again 3rd week of February, to review qualifications (open to whole Commission--and electronic copies to Commissioners). Committee would send out memo with recommendations/timeline to solicit feedback from Commission. Ideally will have recommendations by March meeting.*

- a. *Unless City Attorney comes back with substantive changes, full Commission would feel comfortable with committee carrying out stated timeline and process.*

- ii. *\$20,000 budget--State standards are for a 5 year plan.*

- iii. *Next step would be to request a more specific plan/proposal. At that point, cost would enter the conversation.*

- 5. **Cross-Committee Discussion**

- 6. **Discussion and Vote on Meeting Every Other Month as a Full Board**

- *July meeting is the election of officers. Can vote remotely as long as they are present for the full discussion about that agenda item. Every other month meeting schedule was approved.*

- 7. **Recommendations for Final Trustee Position**

- *Opportunity for us to consider what our collective skills and assets are and augment them.*
  - *Youth on Board? Kesha has 2 candidates; Jill will follow up with her. Rubi has an idea of a young woman who she would like to invite to participate on the Strategic Planning*

*Committee.*

8. Director's Comments

- *We are happy that no one was seriously hurt in the recent weeks' ice events. We support Rubi in her decision to close the library due to dangerously inclement weather conditions--and in her plan to make the call the night before if she believes opening the library would endanger staff or patrons.*
- *Staff leave will mean FFL will be short in Youth area.*
- *more critical repairs and safety conversations with Mayor's Office. Brian Lowe has been responding. Rubi would like to schedule a meeting and a walk-through with Martha.*

9. Staff Commissioner's Comments--Kate Bouton

- *Cat in the Hat in Youth Room--great response.*
- *Artist is refurbishing the "Big Guy"; he will return, refreshed.*
- *ICE!!*
- *First Night events: well organized and great support from FN--5 volunteers and security guard. Musicians, well attended.*
- *Barbara Shatara's focus on programs and events has been exciting--big name visitors.*

10. Friends of the Library Comments--

- *Volunteers: how can we coordinate Friends volunteers and library volunteers/interns. No volunteer coordinator or standing structure. Could be part of a development position. Could Friends buy in to Dev. Position contract (a few hours a week)? Volunteer needs for book sales, etc. If Friends takes on more of the fundraising, will need more humanpower.*

11. Actions to be Taken

- *None, beyond what is noted above.*

12. Adjournment