

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, 18 September 2017 at Noon in the Local History Room of the Library

Subject to review

In attendance: Ed Adrian (Chair), Peter Ireland, Mary Ellen Manock, Megan Butterfield, Glenn McRae, Jessica Nordhaus, Patrick Kinner, Ellen MacLellan, Mary Danko, Kath Laing (Clerk)

Apologies: Charles Winkelman, Cate MacLachlan

1. Approval minutes 07/24/17 – the minutes were approved unanimously.
2. Approval agenda – the agenda was approved unanimously.
3. Public Forum – there was no public forum.
4. Director's Report – Director Danko reported on the many balls in the air: the RFP to overhaul the library website, the new ILL system, keycards & security cameras, the draft library ordinance under revision by the City Attorney's Office, the MoU (operating agreement) with the Friends under review by the City Attorney's Office, developing presentation to BTVstat, working on data management system, new programming coming baby storytime, K-3rd picture book programming, recruiting 2 staff vacancies – Teen Librarian and part-time person in Circulation department. Director Danko recognized and congratulated Megan Butterfield on her graduation from Goddard College. Commissioner McRae suggested a demonstration of the city dashboard and a report on outcomes and learnings from the NELA diversity summit.
5. Report from Behavior Taskforce – no updates since last meeting. The draft ordinance is still with the City Attorney's Office.
6. Report from Development Taskforce – The taskforce met to recap a presentation by Christine Graham to the Friends. Christine Graham, a fundraising specialist with vast experience working with libraries, will be working with the Friends, Library staff and the Commissioners on the Development Taskforce to advise on development of the FFL annual appeal letter, lead the collaborative creation of new membership levels, review the proposed operating agreement between the Friends of the Fletcher Free Library and the Fletcher Free Library as a Department of the City of Burlington.
7. Friends' Report – Ellen MacLellan reported \$11,600 revenue in July and August and \$7,000 investment in the library. The Friends met with the fundraising specialist Christine Graham who presented an overview of the development and implementation of membership, annual giving, and campaign fundraising. Fall book sale was held Sept 14 to 17. Results in soon. Work between library staff and Friends board has begun to develop branded merchandise. Kath Laing presented the Friends bi-monthly report.
8. Donated items – The Library has some donated items that are not being properly displayed and could be cared for better in a different environment. A pianoforte and 2 paintings by

acclaimed Vermont artist Charles Louis Heyde. The Commissioners are interested in helping the library look at appropriate options for transferring ownership, selling, auctioning or loaning these items. Commissioners interested in work on this project should email Chair Adrian.

9. Board member replacements – There is currently one City Council appointed Commissioner vacancy. Commissioners should encourage people to apply through City Hall. The deadline for applications is Oct 11, 2017 at 4:30pm.

10. New Business – no new business.

11. Next meeting agenda items and date – the next meeting is set November 13th and the first meeting of 2018 will be January 22nd at noon in the Local History Room of the Fletcher Free Library.

12. Adjournment – the meeting ended at 12:49pm