

## **FFL Commission Meeting Minutes**

**5 September 2018**

1. Present: Mary Ellen, Amy, Patrick K., Glenn, Mary, Christine, Peter, Cate, Molly, Patrick H.
2. Approval of Minutes: Motion–Cate; Second–Mary Ellen; All in favor
3. Approval of Agenda: Unanimous
4. Public Forum: No Comments
5. Friends' Report: Book sale coming. CDs Sale a success, 3rd place in online JetBlue voter
6. Director's Report (se attached):
  - a. Many positions up for hiring. Development manager down to final two.
  - b. Summer is busy; youth and team did many programs; move from summer reading to summer learning. Lunch at library in partnership with BSD on M-Th.
  - c. Impact fee money lead to some remodeling in main reading room, new reference shelving, and self-checkout
  - d. Website promoted on bus; Hoopla newest available online service
  - e. Fundraising feasibility study RFP put out. 8 responses–working to narrow them.
7. Technical Services Presentation: new to lending–croquet, instruments, metal detectors, board games coming...
8. Commission Application/Info Sheets: Think of this as gap analysis
9. FFL Project List:
10. New Business:
11. Next Meeting: 14 November 2018 @ 8:30AM
12. Adjournment: Motion–; Second–; All in favor

**To:** Library Commission

**From:** Mary Danko, Library Director

**Date:** September 4, 2018

**Re:** Director's Report

- **Feasibility study for a Capital Campaign** – We had responses to RFP for Architectural Pre-Design for the Fundraising Feasibility Study. We are now in the process of selecting a firm.

- **New Hires** – We have just hired 2 New Circulation Assistants. Ron Jacobs has worked at UVM's and St. Michael's Libraries, as well as the Asheville Public Library in North Carolina. Erin Murphy is a former BHS teacher and has subbed for us. We are delighted to have them both. Alyssa Pierce started this week as the new Outreach Librarian. Alyssa is from Illinois and recently received her MLS from University of Michigan. Alyssa did an internship in Germany that had a focus on library services to refugees. We are in the final stages of the hiring process for the Development Manager.
- **BSD Partnership**– We have started a conversation with the BSD to begin a program that would make every school ID a library card. This type of program has been done in several districts around the country, including Nashville, TN. We are starting with Burlington High School and hope to have something in place this fall.
- **Summer interns**– We had many summer interns summer. We are grateful to CEDO for this program and for their support.
- **AmeriCorps** – This August we say good-bye to our wonderful AmeriCorp person, Becca Thompson. Becca has done an amazing job bringing early literacy programming to home-based childcares. We are hoping to continue the program and have several grant applications that we are awaiting word on. Becca will stay on as temp employee for 8 more weeks, 2 days a week.
- **Impact Fee money** – The library has been able to use Impact Fee money for a Main Reading Room remodel that includes new furnishings and more. We are starting to see some of those upgrades happening and are very excited.
- **Website roll-out** – We have completed the soft-opening for our new website and are now in the promotion phase. We have ads on buses to promote the website for the months of September and October.
- **Vote for Burlington:** SoarWithReading.com – With lots of help from the Friends of the Fletcher Free Library, the city of Burlington won \$5,000 in books! We are not quite sure how this gets awarded and are hoping to find out soon.

