

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