

Fletcher Free Library Board Meeting April 18, 2013

Prior to the board meeting, a dedication of a stained glass window was made to Amber Collins, former co-director of the Library, in recognition and appreciation of her years of service.

In attendance: Eric Lindstrom, Anne Nixon, Ellen McClellan, Ed Adrian, Emer Feeney, Denise Dunbar, Mary Ellen Manock, Christine Webb, Peg Boyle Single, Rubi Simon, Peter Ireland, and Rachel Van Vliet

Minutes from April Meeting

Rachel will add Emer's report to the minutes.

Rachel will add the Friends report to the minutes.

Rachel will make a notation that there was a lack of a quorum; the minutes are for information only.

Ed shared a concern about how the trustees appoint new trustees, there are some inconsistencies in the bylaws, smaller towns follow the general mold for Vermont laws and Burlington often has their own laws and that's why they have the charter. A vote is made at the annual meeting to appoint the trustees. Eric noted it is important to look into this issue for the future. He will share the information with Ed so that we can move forward in the meeting.

A vote was taken on the action items from the April Meeting.

1st action regarding the Friends- all approved

2nd action regarding Amber- all approved

3rd action approving the Board recognizing that the trustees will meet to appoint Peter Ireland as a trustee- 1 opposition, 6 approval, 1 abstention

Public Comment

No public comment.

President's Report

Peter has been confirmed as a new trustee.

Ashley will come in May. Each member will think of three names of patrons to ask for donations. Ashley will double check to see if we already have those names.

The FFL Board and the Friends of the FFL will plan to meet after the next board meeting for an open conversation. This will be on May 16, 2013.

The Website will be an important thing to fix but the infrastructure needs to be changed first so that the website can function appropriately.

Miro's request for a director's review: The deadline is [May 3](#).

The Board needs at least two members to be on the committee to create the report. Emer, Eric, and Peg will be on the committee. Emer, Peg, and Eric will write the report and share at the next meeting. They will base their report on what Rubi shared and what the Mayor wants.

During hiring, the committee and Board wanted to do a 360 review to make sure things are going alright after Rubi settled in. The board discussed whether a fuller assessment and consult with staff to see how she is doing and what the board can do to leverage her would be needed. It would be helpful for staff to have a heads up about eliciting feedback on Rubi. The review should be done so it is helpful information for Rubi. HR said that they would need a full year of Rubi working here for the report to be valid. Rubi's goal is to have transparency. She wants staff to feel empowered. This will be separate from the Mayor's review.

The Board discussed different methods for eliciting feedback on Rubi from staff, including office hours the the FFL, document, e-mail, information card to be coded, etc... Eric and Peg will attend a staff meeting to share whatever method is chosen with staff.

Director's Report

Reviewing policies and procedures: there has been a lot of discussion among Rubi and the staff about these.

Christine Webb shared information from a recent conference she went to.

Budget: there has been a lot of work and discussion in this area.

Security system and security details: Rubi is working on getting quotes because the video is not working. Rubi is also looking to have trainings for staff to know what to do with handling problems with patrons. It's happening too much.

Services hours: There have been two staff meetings on this topic. Rubi and the staff are narrowing down ideas and making sure it works for staff and for the population we serve. Staff have been looking at reports for data by the hour. Staffing is an issue with this, but Rubi believes we should be open at least four nights. If the FFL changes the hours, adds initial programs and changes footpaths, the culture can be changed. It would be best to have a different culture that can self police. This will take time.

Safety: The FFL is struggling because it is a public service organization but do families feel safe here? The FFL doesn't have enough staff to monitor, should they even have to

enforce? Alcohol is a constant problem. Rubi has met with the mayor about this issue. Summer is much better because of Parks Patrol.

Staff Report

The main thing that came up in the staff meeting is the desire to use statistical data to do a better job of understanding what staff have, what staff do, and what staff can do to better themselves.

The Friends are paying for the staff members going to the Vermont Library Association conference and for one staff member to go to ALA conference, thank you!!

The volunteer appreciation event is [on May 31, 2013](#).

Committee Reports

Development Committee met: They would like to see 100% donation from the board, hopefully by the next meeting in May. There have been three new significant donations recently.

Diversity Committee: In light of Dan's passing, we need someone to take over as chair. Mary Ellen has been happy to be a part of the "We all belong" trainings and working with Barbara and Rebecca to implement the ideas she heard. Eric asked Mary Ellen to chair the Diversity Committee. She agreed.

In May, the Board will look at committee membership.

Friends of the Fletcher Free Library Report

This is Anne's last meeting with the Board as the Friends liaison.

Ellen McClellan will be joining the Board in May as the new liaison from the friends.

The Friends will be holding an open house to discuss what they do and how they can help.

On April 28th, they will host "Urban Gardening for Dummies".

The program committee is working on the immigrant experience for the fall.

Up to \$200 donations for the volunteer luncheon.

Actions to be Taken

Eric will return to official language and protocol of voting for the trustee body and share with the Board.

The Board will meet with the Friends of the FFL on May 16th.

Ashley will be at the Board meeting in May.

The Board will try to get financial donations from 100% of Board members.

Each member of the Board will bring three names of patrons for donations.

An ad-hoc committee will draft memorandum to the city about Rubi's annual review.