

## **LIBRARY BOARD OF COMMISSIONERS MEETING - Minutes**

*Monday, September, 15 2014, 5:15 p.m. Local History Room*

### **SUBJECT TO REVISION**

**In attendance:** Peg Boyle Single, Ed Adrian, Kate Bouton, Peter Ireland, Jill Krowinski, Kath Laing (Development Coordinator), Mary Ellen Manock, Ellen MacLellan (Friends), Glenn McRae and Rubi Simon (Director).

#### **1. Five Minutes to Review Reports**

#### **2. Additions or Modifications to Agenda**

A. None.

#### **3. Consent Agenda – Minutes of Previous Commission Meeting**

A. Mary Ellen moved, Jill seconded, approved unanimously.

#### **4. Public Forum**

A. There were no public comments.

#### **5. Miscellaneous Agenda Items**

A. Implications of Open Meetings Law – Peg/Ed

- As a public entity the Commission is subject to open meeting law. In addition to ensuring accessibility to meetings for all members of the public, proper warning and reports on meetings need to be made in a timely process. Warning of meetings (Commission and its committees) need to be 5 days in Advance [Rubi has list of the proper contacts to send the warning to]; and within five days after a meeting draft minutes from those meetings need to be posted on the Library web site. At the November meeting we will review this again to make sure systems are in place. The issue of the “place” of meetings was also raised – the Library officially closes after the meeting starts so the meeting is not “accessible” throughout its duration.

B. Introduce Kath to the commission – Rubi

- Kath provided an overview of her background and general plans for development with the Commission. She will also be assisting with the Strategic Planning process, and has made some inroads into data management for the library.

C. Restroom policy – Rubi

- Rubi will circulate a final draft to the Commission to be voted on at the November meeting. Staff reports that the implementation of the policy has been fairly smooth, with expected hiccups, but manageable.

D. Summer Reading Program update – Rubi

- Program concluded successfully this year. A full report will be sent, but highlights include the fact that 70% of students enrolled in grades 1-3 participated.

E. Role of the Commission and Committees (and Committee structure) and what we contribute – Glenn

- The question was raised as to whether the Commission is properly structured (specifically the role and work of the committees). This will be an ongoing discussion under Strategic Planning, but it was agreed that at the November Commission meeting time will be set aside for a working session to include a better definition of the Commissioner/Trustee “job

description”; a look at the profile of the current commission/trustees with an eye toward filling two vacant trustee positions – feedback from our request to the Mayor’s office is expected to assist in identifying new candidates; and finally how to handle nominations for the Commission leadership positions.

- NOTE: Peg made the announcement that she needed to step down as Chair (she will continue on the Commission); There is no policy on “succession” and no one immediately stepped forward in self-nomination so the issue of a vacant Chair, and Clerk position will be taken up at the November Commission meeting. Ed Adrian, as Vice-Chair, will lead that meeting.

F. Recommendations for Open Board Positions

- deferred to November.

**6. Committee Chairs’ Comments (see attached reports)**

A. Development

B. Collection/Physical Assets

- Plan to meet with staff to discuss needs and ways that a committee can be of most assistance.

C. Board Development/Strategic Planning

- Rubi will provide work plan with consultant to guide future effort; also see discussion under 5E and 5F above.

**7. Cross-Committee Discussion**

A. See 5E above.

**8. Director’s Comments (see attached report)**

A. Highlights:

- Meeting with vendors to decide on new ILS.
- Will put strategic planning process on November agenda and have plan and reports out from consultant by end of month.

**9. Staff Commissioners Update(see attached report)**

A. Highlights:

- Multiple new systems (restroom, municipay, and time management) being implemented at the same time; all going well but understandably some ups and downs.

**10. Friends of the Library Comments**

A. Book sale Sept. 17 to 21 overlapping with Book Festival. Good cross promotion.

B. Continued meetings with Development Coordinator and Committee to create new opportunities.

**11. Executive Session (as needed)**

A. None.

**12. Actions to be taken**

A. Warning of meetings (commission and its committees) and posting of minutes will be done in compliance with open meeting law (Rubi will coordinate this fall until we have a new Commission Chair).

- B. Library restroom policy final draft to be sent to commission by Rubi for action at November meeting.
- C. Summer Reading Program final report to be forwarded to commission when completed (Kath).
- D. Commission/Trustee new members: Rubi will solicit feedback from the Mayor's office; Glenn will complete profile of current members and circulate; time will be added to November agenda for discussion and work on job description and profile to assist in making selection and/or soliciting new members to fill vacant positions.
- E. Current Commission members will consider their role in filling the open leadership positions of Chair and Clerk and formal election will be held at the November meeting. Ed Adrian (Vice-chair) will Chair that meeting.
- F. Committee structure discussion to be had at the November meeting.

### **13. Adjournment**

- A. Jill moved to adjourn, Ed seconded.





TTY (802) 865-7142

To: Fletcher Free Library Commission  
From: Rubi Simon  
Date: 9/10/14  
RE: Monthly Department Head Report

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**What are the top two or three Department goals**

- Library's strategic planning consultant had first on site visit to begin strategic planning process. Consultant met with the Mayor, commission and key partners, and staff. We are currently working on specific time line and layout model.
- Working with Kath and Rebecca to finalize SRP outcomes report for Mayor, commission and donors.

**What are the top two or three Department Challenges**

- Building and facilities issues- (in progress) working with CIP
- Staffing support at circulation service area- one library assist position on extended workers comp and one library assistant position opening due to resignation. Currently in interview process for positions.

**Updates on key initiatives**

- Kronos time management system has been installed and staff has received training. Doing initial parallel of both systems.
- Working with CIP and have put bid out for painting and carpeting in main reading area and stairwells.
- Met with Assistant director Nate Hill of Chattanooga Public library that was visiting Burlington for a conference and was able to establish collaboration for future digital projects.
- Attended Governors forum on opiate addiction.
- Ongoing work with Martha from CIP. Currently implementing fire alarm system upgrade which will take 4-6 weeks. Areas of the library have been temporarily closed. Primarily youth area for safety reasons. Work should be completed by September 13<sup>th</sup>. Do to the final inspection and testing, the library will be opening at 2pm and will continue its normal schedule.
- Muncipay is currently in place and now available to the public. Library users can now make fine payments with a credit card. Staff has received training.
- ILS system RFP process has begun and library has received 7 proposals. All day Vendor demos begin this week which include a staff team and city IT staff in the review process.
- Have been assigned to the Mayor's Diversity & Equity advisory core team. Will be working with diversity & equity consultant. Initial meetings have begun.

**Major upcoming events:**

- Burlington Book Festival September 19-21<sup>st</sup>
- Friends booksale-Preview night September 16<sup>th</sup>
- Will attend VT Digital Economy Summit in Montpelier Sept. 23<sup>rd</sup>.

**FLETCHER FREE LIBRARY**

235 College Street  
Burlington, Vermont 05401  
Fletcher Free Library Board of Commissioners

**MEETING OF THE LIBRARY BOARD OF COMMISSIONERS**

**FLETCHER FREE LIBRARY, LOCAL HISTORY ROOM, 235 COLLEGE STREET**

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**MINUTES AND REPORTS**

**July 21, 2014 Minutes (APPROVED 9-15-14)**

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1) Welcome

-In attendance-Ed, Peter, Jill, Peg, Glenn, Kate, Ellen, Rubi

2) June Minutes-Jill made motion to approve, Peter seconded. Minutes approved.

3) Public Comment

4) FFL Restroom Policy

-Discussion about proposed policy

-Questions about access because we are public. Add a sentence about how the Director has authority to deny.

-In terms of process, when we pass this draft policy it will go to the city attorney for review and then back to the commission for final review.

-Rubi will get clarification on the policy process

5) Update on summer reading program

-A concern was raised about the summer reading program and the age range. Currently the program is open for children k-8. Started a conversation about policies vs guidelines and how we can make them as inclusive as possible.

-Rubi will work on the guidelines/recommendations.

6) Report to City Council

-Peg and Ed will present the Commissioner's report in August to the Council

7) Committee Updates

Development committee report

-Our fundraising goal from the City is \$50,000.

-Kath is developing fundraising plan with includes the Annual report, fundraising letters, etc.

-Plan to have a meeting with the Friends to further collaborate and streamline our fundraising work.

Collections committee report

-The charge of the committee is under review since the City has been so responsive with FFL's issues

Board Development

-The contract is available to review for the strategic planner.

-Will ask Commissioners to attend the first kick off meeting with the planner.

-Commissioner's will send in their self-evaluations to Glenn by the end of the week.

8) Cross-Committee Discussion

-Development will work with the Friends on fundraising, but also with the upcoming "Friendraiser"

9) Recommendations for Trustee Position

10) Appointments for Chair and Clerk

-Jill nominates for Peg for Chair, Ed seconded. Board approves unanimously.

-Peg nominates Ed for Vice-Chair, Jill seconded. Board approves unanimously.

-Jill made the motion to postpone the clerk vote until the September meeting, Ed seconded. Board approves unanimously.

11) Director's Comments

- Review of the sub-committee/priority calendar.
- FRP out for the library IT system. Reviewing and evaluating what the IT needs are for the library.
- Rubi has been asked to serve on the city IT committee.

12) Staff Commissioners Update

- There's been a staffing shortage, but they are making it work.
- Showing the soccer games was great, the community feedback was great.
- Circ is getting a credit card machine for those would rather pay late fees with a card.

13) Friends of the Library Update

- Working on book sale.
- Coordinating grant reports with Kath.

14) Actions to be taken

- Recruit a clerk
- Find a date to meet the strategic planner in August
- Development ask for contacts
- Development/Friends lunch

Jill makes a motion to adjourn, Glenn seconds. Board approves unanimously.

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