

LIBRARY BOARD OF COMMISSIONERS MEETING INFORMATIONAL NOTES ONLY

Monday, November 13, 2017 at Noon in the Local History Room of the Library

Subject to review

In attendance: Ed Adrian, Cate MacLachlan, Peter Ireland, Megan Butterfield, Patrick Kinner, Patrick Halladay, Robert Coleburn, Kath Laing (Clerk)

Apologies: Mary Danko, Ellen MacLellan, Mary Ellen Manock, Glenn McRae, Jessica Nordhaus

No quorum, the decision was made to continue the meeting as an informational exchange.

1. Approval minutes – September 18 meeting minutes will be approved next meeting.
2. Approval agenda – the agenda was followed for information exchange, but not approved.
3. Public Forum – there was no public forum.
4. Director’s Report – Commissioners took some time to review the Director’s report. The following points in the reports (coinciding with agenda items below) were discussed.
5. Strategic Plan update – Director Danko is has finalized her input to the strategic plan prepared by Director Simon. The redlined version of this will be shared with the Commissioners. Staff is currently preparing a public and a deeper dive version of the strategic plan. The strategic plan will need to be accepted by the City Council. This should happen early in 2018.
6. Annual Appeal & Friends MoU – The FY18 annual appeal will be going out through the library and not through the Friends, as originally desired. The process of signing a MoU with the Friends has taken longer than expected. This is still work in progress. The annual appeal will go out to close to 13,000 residences in Burlington. A targeted Facebook campaign will also support the appeal.
7. Website update – An RFP process has ended with the selection of MRW Connected as developer of the new library website. The process has begun. MRW Connected staff will be in Burlington the week of November 27 to work with staff on the development of the website. It is expected that the website will go live by the end of February.
8. Hiring update – Our new Teen Librarian will start work on Nov 27. Our Communications Assistant who works part-time at the Library and at the Cemetery, will now be working full-time at the Library as Communications and Technology Assistant.
9. Friends’ Report – In Ellen MacLellan’s absence, Kath Laing presented the Friends bi-monthly report. See attached.
10. New Business – no new business.
11. Next meeting agenda items and date – the next meeting is set for January 22 or 26. The intention is to combine it with a breakfast for City Councilors, Commissioners, Staff and Friends of the Library. Director Danko will finalize the date and get back to Commissioners on this.
12. Adjournment – the meeting ended at 12:35pm

FRIENDS REPORT – NOVEMBER 13, 2017

REVENUE: September, October: \$12,300

(Major Sources: Book Sales - \$8,500, Book Stall - \$2,700, Donations - \$1,000)

ORGANIZATIONAL SUPPORT: September, October: \$ 6,350

(Burlington Rising - \$2,450, Programming, stipends, travel expenses - \$3,900)

OTHER:

- Efforts continue on the development of a Memorandum of Understanding with the City.
- Consultant fee of \$2700 was approved for the services of Capital Campaign consultant Christine Graham and meetings continue in order to develop the process.
- This year's Annual Appeal mailing in which the Friends will partner for the first time is being developed.
- The Payment Request Form and process for requesting funds from the Friends has been revised by the Library and approved by the Friends.
- A group is starting to work on redefining membership in the Friends.
- Work is also underway for the opening of a Friends' operated "shop" to purchase library branded merchandise.
- The annual September Book Sale netted over \$8000 and plans are underway for the December Holiday Book Sale on December 2 and 3.