

## LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, September 12, 2016 at 12:00PM in the Local History Room of the Library

**In attendance:** Ed Adrian, Jessica Nordhaus, Cate MacLachlan, Glenn McRae, Peter Ireland, Charles Winkelman, Megan Butterfield, Ellen MacLellan, Rubi Simon, Kath Laing (Clerk), Susan Leonard, Ben Pacy

**Apologies:** Allyson Laackman, Mary Ellen Manock

**Agenda item 1. Approval minutes.** The draft minutes from July 26, 2016 were approved unanimously, with two changes:

- Page 2, bullet point 2, remove 'not' in "Additionally, Vermont State funding for libraries is ~~not~~ poor."
- Page 2, bullet point 4, add 'not' to "Rubi shared that it is NOT usual in such an important community position to have different subgroups interview finalists – such as staff, commission and partner organizations."

**Agenda item 2. Approval agenda.** The agenda was approved unanimously with one change the addition of item 7.5 Friends Report (Ellen MacLellan).

**Agenda item 3. Public Forum.** No public forum was needed.

**Agenda item 4. Packet review.** No time was needed for packet review.

**Agenda item 5. Director's Report.** At Chairman Adrian's request, Robert Coleburn (Interim Director) explained that the 2.5 FTE vacant positions (1.5 FTE Tech Center Monitors and the Circulation Chief) in the FY17 budget would remain vacant until the new Director is hired. Commissioner McRae asked about impact of leaving these position vacant potentially until the spring, and if these positions were Librarian level. Robert explained that Emer Feeney has been appointed Interim Circulation Chief and that the Reference Librarians, currently doubling as Tech Center Monitors, would continue to do so. Tech Center Monitors were not Librarian positions. The Circulation Chief job description was redrafted by Rubi for reclassification as a Librarian position. The draft job description is with HR and the reclassification would need to be requested by new Director.

**Agenda item 6. Library Director Recruitment.** Chairman Adrian reported that the selection committee consists of 8 people: Brian Lowe, Susan Leonard, himself, Cate MacLachlan, Selene Colburn, Robert Coleburn, Beth Anderson and Ali Dieng. Between 30 and 40 applications received. Experience can substitute academic qualifications. 4-page summary being provided to candidates. First meeting went over dos and don'ts regarding questions to candidates, finalized questions. Tuesday, September 13 first interviews scheduled. Next set of interviews would be the following Tuesday, September 20. Second round interviews being done by Mayor. First round can be up to 8 candidates. Brian Lowe to contact the President of the Friends.

Commissioner McRae asked what the Mayor's response had been to the Commission's motion at July 26<sup>th</sup> meeting. (Motion: ***A motion was made to communicate to the Mayor that finalist candidates be engaged in a meeting with key stakeholders (staff, Commission, community***

**leadership) who were engaged in the strategic planning process. This motion was seconded and unanimously approved by the Commission.)** Chairman Adrian responded that he is waiting to relay the motion until finalists are selected. Commissioner Nordhaus made the point that organizing stakeholders to meet would take time, that the earlier the Mayor's Office is able to consider the Library Commission's motion the more effective. Chairman Adrian agreed to discuss the motion with the Mayor's Office at the first set of interviews. Commissioner McRae asked about the range of diversity in the pool, other than diversity of experience. Robert Coleburn mentioned that the job description has been circulated on minority librarian listserves nationally. Chairman Adrian reported that the Mayor mentioned his interest in finding someone with a strong fundraising background, and that he had responded to the Mayor that other skills are probably more important for the Library at this time. Commissioner Ireland commented that the Director's relationship with the City is more important than fundraising, highlighting the importance of networking skills. Commissioner Nordhaus commented that the Director has to support the Friends as the fundraising arm of the Library, support building diverse revenues streams.

**Agenda item 7. Presentation of brand identity and guidelines.** Kath reported that the brand that was looping at Rubi's farewell is the final brand identity. The design process included three rounds of presentations and refinements with the feedback from Commissioners, Friends Board and Library Staff. We are currently waiting for the style guide for the brand. Kath reported that the Library is currently in conversation with Solidarity of Unbridled Labour to collaborate on brand roll out and launch. Library currently pulling together a list and possible timeline for roll out. More information on this will be available at November meeting.

**Agenda item 7.5 (added at start of meeting) Friends Report.** Ellen MacLellan provided the group with the following report.

|                           |  |
|---------------------------|--|
| Revenue:                  | April – August: \$16,000                                       |
| Sources:                  | \$4,600 - Book Stall; \$1600 - June Book Sale; \$8000 - Grants |
| Organizational support:   | April- August: \$9,500   |
| • Summer Reading Program: | \$8,000  |
| • NALA Conference         | \$500  |
| • FFL Outreach            | \$1,000  |

Other news:

- Friends Board and other members are meeting to address need to grow membership and understanding Friends' role in the proposed Library Foundation and the Strategic Plan.
- Friends Board participated in rebranding/logo selection process providing feedback at a presentation and meeting with Kath.
- Accounting and financial reports from accounting firm are now received regularly with appropriate and compatible accounting and library codes.
- Sponsored Rubi's farewell reception.
- Annual Fall Book Sale is scheduled for September 14 through September 18.

Kath Laing added that a bequest from the estate of ex patron Jean T. Walsh of \$36,815 was deposited into the Friends account for management on 08/12. This larger bequest demonstrates the need for the City, the Library and the Friends to further develop legal and fiscal parameters for the management of Library funds through the Friends 501c3. Kath will be scheduling a meeting with

Friends accountant, City Attorney's Office, with Friends and Library representation in October. Commissioner McRae spoke of the need for fiscal checks and balances that could potentially entail two signatures on each check – Friends President or Treasurer and Library Director.

**Agenda item 8. New Business.** The Commissioners thanked the Friends for sponsoring Rubi's farewell and Jessica Nordhaus for organizing the purchase of the present.

**Agenda item 9. Next meeting agenda items and date.** November 14<sup>th</sup> at noon in the Local History Room of the Library.

**Agenda item 10. Executive Session.** No Executive Session was required.

**Agenda item 11. Adjournment.** The meeting adjourned at 1:25pm.