

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, 15 May 2017 at Noon in the Local History Room of the Library

Subject to review

In attendance: Ed Adrian, Cate MacLachlan, Peter Ireland, Mary Ellen Manock, Charles Winkelman, Glenn MacRae, Jessica Nordhaus, Allyson Laackman, Patrick Kinner, Ellen MacLellan, Mary Danko, Kath Laing (Clerk)

Apologies: Megan Butterfield

1. Approval minutes 03/27/17 – the minutes were approved, with the addition of Patrick Kinner in attendance.
2. Approval agenda – the agenda was approved unanimously.
3. Public Forum – there was no public forum.
4. Director's Report – Mary highlighted the following efforts: ensuring the library is a safe place for all patrons. Enhancement of summer programming to include learning as well as reading, with an emphasis on STEAM learning. Two exciting developments: recently the 118 teens from all over the state descended on the library as part of Vermont's first teen literary festival – Teen Lit Mob, organized by FFL, Essex and Champlain Valley High School. The event was highly successful. Additionally, the library was recently awarded a NASA @ My Library grant through an ALA / NASA partnership.
5. City email accounts for Commissioners – The City has created email accounts for all members of City boards and commissions. Access your email account at <http://portal.office.com>. You will have received an email with your login and password on January 24th. Paper copies of emails sent distributed to commissioners.
6. Discussion around the Trespass Ordinance – Mary is researching the use behavioral expectations within library environments, specifically the use of hierarchy of expectations that reflect the severity of behavior. Currently the library's notice of prohibited behaviors and trespass requires library staff give all infractions a warning, prior to a one-day trespass. Followed by a 90-day trespass if the warned offense repeats within 6 months. Followed by a one year trespass, for a third warned offense. Commissioners are interested in seeing other library policies and implementation metrics. Mary will bring this back to the next Commission meeting.
7. FY18 Budget – Mary will be presenting that budget to the City Council in CR12 on May 18th at 6:15pm. All Commissioners are invited to attend. The budget presents a \$60,000 increase to FY17 budget – \$40,000 of that is in staff salary and benefit increases. As in past years, 2% of the budget is available for strategic allocation by the Library Director.
8. Commission vacancies – Charles Winkelman will reapply for his position on the Commission.
9. Friends' Report – Ellen MacLellan presented the Friends 2016 Annual Report to the Commission. See attached.
10. New Business – Glenn MacRae proposed creating task forces of Commissioners, staff and Friends (ad hoc committees) to move initiatives forward. Commissioners seemed interested in creating two such task forces: 1) a development & fundraising task force aimed at contributing to the transition and design of the annual appeal under the Friends / 501c3, as well as contributing to the development of a capital campaign for the library remodel and upgrade; and 2) a taskforce to work with Mary and admin staff to research other libraries policies and implementation of behavior expectations in the library. Commissioners will contact the Commission Chair with their interest to participate.

11. Next meeting agenda items and date – the next meeting will be on 24 July 2017 and the following meeting is set for September 18th.
12. Adjournment – the meeting ended at 1:10pm.