

## **LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES – Special Meeting**

Friday, January 26 at 9:30am in the Local History Room of the Library

**In attendance:** Ed Adrian, Patrick Halladay, Peter Ireland, Mary Ellen Manock, Glenn McRae, Jessica Nordhaus, Amy Mellencamp, Megan Butterfield, Ellen MacLellan, Mary Danko, Kath Laing (Clerk)

**Apologies:** Cate MacLachlan, Patrick Kinner

1. Minutes – unanimously approved.
2. Agenda – unanimously approved.
3. Welcome – Commissioner Adrian welcomes Amy Mellencamp to the Library Commission. Amy introduces herself as an avid reader and Library patron, a past BHS and CP Smith principal, who is learning to retire. She believes the Library Commission is a good group for her to be involved with to give back to the City she loves.
4. Director's Report: Commissioner Halladay commended the drag queen story time as getting lots of attention both locally and over social media around the world (PH). Mary Danko believes the experience was wholly positive for the library, although some of the feedback was negative. Director Danko highlighted the success to date of Babytime (our new storytime for babies). The last program had 16 babies in the room with their parent / caregiver. Director Danko also highlighted ongoing efforts to connect with the Burlington School District achievement gap team to strengthen preschool and summer learning programs.
5. Strategic Plan – Director Danko shared some milestones in the development of the strategic plan over the last 2 years and progress made during this time in executing the strategic plan.

Commissioner McRae again highlighted the importance of an outcome measurement plan for the Strategic Plan. Director Danko and Kath Laing explained how Library BTVStat reporting is linked directly to the strategic goals as outlined in the plan and how we have internally developed a short list of benchmark libraries for BTVStat. Director Danko also spoke about the FFL's use of ALA's Project Outcome short term surveying and benchmarking application to measure the outcome in the community of programs offered through the Library. Commissioners spoke of a possible meeting of the Commission Strategic Planning Committee prior to the Library's next BTVStat presentation. This will be decided.

Commissioner Nordhaus suggested the more explicit inclusion of efforts to ensure patron demographics reflect the demographics of the City in the Strategic Plan. Commissioner Nordhaus will provide Mary and Kath with some edits.

Commissioner Mellencamp suggested the inclusion of and "&" joining the heading Strategy 1 and Strategy 2 in order to make more obvious that the explanation pertains to both headings.

Commissioner Adrian moves to approve the Strategic Plan. Commissioners Nordhaus and Halladay second this motion. The vote is unanimously passed.

6. Youth Commissioner: Commissioner McRae questions the purpose of having a teen on the commission. Commissioner Mellencamp shares how high school students are interested in see how grownups work and benefit from being in these settings. Suggests that coordination of students schedule and meeting times is crucial. High school students have some flexibility. Commissioner Halladay suggests starting with a mature sophomore to have continuity over initial years.
7. Ordinance: Working with City Attorney's Office, next step City Council's Ordinance Committee. Gene Bergman (Library's attorney) will get this done by his retirement in April 2018. This efforts is summarized by Director Danko for the benefit of new members of the Commission as a review and redrafting of the Library behavior ordinance and repercussions for offenses. A Commission sub-committee looked at other public libraries and produced a redrafted version.
8. MoU with Friends: The Library is working with the City Attorney's Office, the Friends Board and their legal counsel to develop a MoU that governs this partnership. Both Library staff and Friends Board believe this process has strengthened their partnership. This MoU is a key element to moving the Library's annual appeal under the management of the Friends, as well as in the development of a capital campaign that would also be managed through the Friends. Ellen MacLellan, of the Friends, confirms the Friends Board is excited about this new direction.
9. Website overhaul: The website will go live mid-February. A soft opening during which glitches will be ironed out and then in March there will be a big marketing push that will include press release, bus wraps, newspaper ads, and hopefully a webhunt. Staff is being trained in updating the website on Feb 8<sup>th</sup>.
10. Annual Appeal: 62% of goal \$35,000 has been reached. More of campaign to go.

11. Art exhibit policy: Commissioner Adrian suggests sending the Art Exhibition Policy to Gene Bergman for revision first. Director Danko will bring this policy back to the Commission for approval once it has been reviewed by the City Attorney's Office.

Commissioner McRae, suggests that in the off meeting months, a task force convene to meet and review the policies after they come from the City Attorney's Office.

Commissioners discussed that it may behoove the Library to have artistic input from BCA in the resolution of any complaint, involving outside expert assistance.

12. Friends report:

REVENUE: \$ 6,270 (Nov & Dec 2017)

Major Sources: Book Sales: \$1,630, Book Stall: \$2,300, Donations: \$2,300

LIBRARY SUPPORT: \$10,300 (Nov & Dec 2017)

Major Expenses: Computer stations: \$5300, Christine Graham (fundraising specialist): \$1,640, Mailing Permit: \$1500, Photo Services: \$600, Programming: \$730

OTHER:

- Memorandum of Understanding with the City is close to completion.
- Since the MOU was not completed, the Friends did not partner in the Annual Appeal mailing this year as planned.
- The Friends co-sponsored with the Library Commission the Winter Breakfast with city councilors on 1/26/18
- Merchandise promoting the library's new brand has been purchased. Efforts to find the best location for the display unit are underway.
- A meeting facilitated by Christine Graham to aid in redefining membership in the Friends and developing a plan for growing and strengthening participation is scheduled for 1/29/18.
- This year's budget allocation from the Friends to the library will be determined at a meeting scheduled for 2/12/18.
- General liability insurance for the Friends has been purchased.
- The Annual Meeting of the Friends will be held on March 27 at 5:00 p.m. at the library.

13. New Business: Commissioners expressed liking the Pickering Room better than the Local History Room for meeting. Commissioners requested meeting time be put on the agenda for the next meeting.

14. Next meeting agenda items and date: The next meeting will be on March 19<sup>th</sup> at noon in the Pickering Room. The following meeting will be on May 21<sup>st</sup>. Commissioners request that previous minutes be included in the packet.

15. Adjournment: 10:54am.