



Fletcher Free Library
 LIBRARY BOARD of COMMISSIONERS
Wednesday, July 18, 201 at 8:30 AM
 Fletcher Free Library

<i>Members</i>	<i>Seat</i>	<i>Present</i>	<i>Absent</i>
Molly Loomis	Library Commissioner		X
Patrick Halladay	Library Commissioner	X	
Glenn McRae	Library Commissioner	X	
Amy Mellencamp	Library Commissioner	X	
Peter Ireland	Library Trustee	X	
Patrick Kinner	Library Trustee	X	
Cate MacLachlan	Library Trustee	X	
Mary Ellen Manock	Library Trustee	X	
Megan Butterfield	Library Staff Commissioner	X	
Jessica Nordhaus	Mayoral Designee		X
Mary Danko	Library Director	x	
Jonathan Chapple-Sokol	President, Friends	X	

AGENDA

1. a. Approve Minutes May 21 meeting (Peter/Patrick) – Approved with minor addition of full name of president of the Friends. B. Approve July 11 special meeting minutes (Peter/Patrick) with minor corrections to list of those present.
2. Approve Agenda – all agreed
3. Public Forum – no members of the public were present
4. Commission leadership elections
 Chair: Amy Mellencamp (Nominated by Patrick, seconded by Megan; unanimous approval)
 Vice Chair: Cate MacLachlan (Nominated by Mary Ellen, seconded by Megan; unanimous approval)
5. Friends Report (Jonathan Chapple-Sokol) No written report this month
 - a. Working to align FY with library
 - b. MOU draft is approval by both parties, awaiting legal review
 - c. Paperback book sale in June was very successful
 - d. Upcoming CD sale in August
 - e. Successful recruitment of volunteers (using FpF and specific volunteer task descriptions (social media; rare book valuation research- Mary mentioned that the Library is doing this as well now with greater success – specific task rather than general volunteer recruitment)
 - f. Been pushing JetBlue contest for donations to win \$25K in children’s books & Reading room makeover.
<https://soarwithreading.com/book-with-us-2018-northeast/>
6. Director’s report (see attached)

Mary spoke about the job searches going on, noting that for the Circulation Library Assistant and the Outreach Librarian, they received 75 and 70 qualified applications respectively. This took a lot of time but surfaced excellent candidates.

Mary also discussed the very positive experience at the Library when they opened it on July 4th for 6 hours to act as a Cooling Center. The staff is now discussing how to institutionalize this option for the future, and discuss how the Library might be used at other times it is closed as a community service.

7. Project List: A listing of Projects, with the skills and competencies needed was provided for review by the commission as a possible way or organizing its work over the coming year. (See Attached). Commissioners are invited to talk to Mary about their interests and to raise any questions. This will be reviewed again at the September meeting to help the commission set its work plan.

8. Meeting Schedule. The next meeting will be Wednesday September 5 at 8:30am at the Library. After that the regular meeting will be the 2nd Wednesday every other month at 8:30am)
-November 14; January 9; March 13; May 8

9. Orienting new commissioners – Mary has been meeting individually with new commissioners. The Commission web page has been updated and is easier to use and has background information (*The latest Library Board Meeting Minutes and Upcoming Meeting Agendas are Posted on our website: <https://www.fletcherfree.org/LibraryCommission>*). There was discussion of some exercises for the whole commission (possibly a short retreat, or at least inviting in key staff from different function areas to present at each meeting). It was suggested that Mary assemble the applications that each commissioner submitted (and provide the form to Trustees, Megan and Jessica to fill out) to pull together a quick background profile of the commission as a whole and provide it to members to learn more about the background, skills and interests of the other commissioners.

10. New Business- update on policies still in city legal office for next meeting; update on pilot effort to loosen restrictions on bathroom access for next meeting.

11. Next meeting: Wednesday September 5th at 8:30am

12. Adjourn: (Mary Ellen / Kate)

To: Library Commission
From: Mary Danko, Library Director
Date: July 18, 2018
Re: Director's Report

- **Feasibility study for a Capital Campaign** – We are continuing on working towards our feasibility study. We have an RFP for Architectural Pre-Design work at the Attorney's office to check over.
- **Hiring** - Hiring for Circulation Library Assistants and Outreach Librarian. Our Development Manager position has posted.
- **New Online Resource: Hoopla!** – Hoopla! provides eBooks, audiobooks, movies, music and comic books. With your FFL library card you can borrow, stream and download this content using an app, Roku, Apple TV, Chromecast and more.
- **Burlington Police Department BBQ** – The library had a table at the BBQ where kids could get a temporary tattoo and/or make a button using our button maker after typing out their own creative message.
- **Vermont Library Association Conference** – Several staff, including myself, attended the Vermont Library Association Conference at Lake Morey in Fairlee, VT. There were lots of great programs and it was wonderful networking with librarians from all over the state. Lt. Governor David Zuckerman stopped by to chat with attendees at the end of the day.
- **Bridging Vermont's Opportunity Gap: An Immigrant Integration Learning Session for Funders and Community Leaders** – Barbara Shatara, Rebecca Goldberg and I attended this event put on by the Sillerman Center at Brandeis University that was held at the library. It was a great day of learning about all different kinds of programs & funding in VT, NH and ME that focus on services to immigrants and refugees. The Sillerman Center has a project called [Immigrant Integration in Northern New England](#). Lots of great information is on their website, some specific to Vermont. One interesting fact to note: *If all unauthorized immigrants were removed from Vermont, the state would lose \$249.4 million in economic activity, \$110.8 million in gross state product, and approximately 1,800 jobs.*
- **Program on Vermont Marijuana Legalization** – The library hosted this program on 6/28 @ 6:30 PM with panel participants: Jannine Wright, Deputy Chief of Administration; Justin St. James, Esq., Assistant City Attorney; and Bill Ward, Health Officer.
- **New Collection Genre: Library of Things** – The library is adding new and unique items to the collection: novelty cake pans, a ukulele, oversized Jenga and lots more!
- **BTV Block Party**– The library brought the Outreach van and fun activities to the BTV Block Party.

- **Verbal Judo Training**– Almost all the library staff participated in the Verbal Judo Training that was set-up with support by HR. Tactical approaches were learned and practiced to get cooperation on following rules with patrons. The training also included managing conflict within the workplace.
- **Summer Interns** – The library is wonderfully overflowing with interns this summer. Several interns are helping as part of the City’s intern program as well as some library school students who need practicums. We are grateful for all the extra help during this busy time.
- **Open on July 4th as a Cooling Center** – The library stayed open (with limited services) as a cooling center on July 4th from 10 AM – 4 PM. We had about 60 people come in and many of the folks expressed gratitude for our being open.
- **Computer Classes** - This summer for the first time we are offering a short series of computer classes.

Fletcher Free Library	
Project List with Skills & Competency support needs	
Capital Campaign	Fundraising
<i>3-4 year project</i>	Events
	Architecture/Engineering/Building Systems
	Marketing
	Communications/Social Media
	Grant Writing
	Writing
Annual Appeal	Fundraising
<i>Once a year (Autumn)</i>	Marketing
	Communications/Social Media
Library Advisory Group	Cultural Competencies
<i>Ongoing</i>	Community Organizing
	Meeting Group Facilitation
	Communications/Social Media
Metrics & Assessment	Technology
<i>Ongoing</i>	Data management
	Survey management
Digital Inclusion	Cultural Competencies
<i>1 year project</i>	Community Organizing
	Meeting Group Facilitation
	Communications/Social Media
	Technology
Board Development/Recruitment	Non-profit/public sector governance
<i>Ongoing</i>	
Finance/Budget	Financial Management
<i>Once a year (Winter/Spring)</i>	Government
	Accounting/Bookkeeping
Building/Maintenance	Architecture/Engineering/Building Systems
<i>Ongoing</i>	

Policies/Ordinance	Government
<i>Ongoing</i>	Legal
<i>(Art, Camera, Food, etc.)</i>	