



Fletcher Free Library
235 College Street
Burlington, Vermont 05401
Ed Adrian – Board Chair

LIBRARY BOARD of COMMISSIONERS MEETING
3RD MONDAY OF EVERY OTHER MONTH @ NOON
FLETCHER FREE LIBRARY, LOCAL HISTORY ROOM

Schedule for 2015-2016 Fiscal Year is as follows:

March 21, 2016

April 18, 2016

May 16, 2016

AGENDA

1. Approval minutes (*attached*)
2. Approval agenda (*attached*)
3. Public Forum
4. Time for review of meeting packet {as needed}
5. Welcome Lisa Buckton, Teen Librarian
6. Director's Report (*attached*)
7. Discussion on recent art exhibit and proposed policy
8. Public Meeting Room Policy and Procedure
9. Fundraising:
 - a. Annual Appeal FY16
 - b. Exploring Human Origins
10. FY17 Budget update
 - a. Staff for programming
11. Friends of Fletcher Free Library update – Ellen MacLellan, Vice-President of Friends
12. New Business
13. Next meeting agenda items and date
14. Executive Session {as needed}
15. Adjournment

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, March 21, 2016 at 12:00PM in the Local History Room of the Library

In attendance: Ed Adrian (Chair), Cate MacLachlan, Allyson Laackman, Mary Ellen Manock, Peter Ireland, Jessica Nordhaus, Charles Winkelman, Megan Butterfield, Rubi Simon, Robert Coleburn, Lisa Buckton, Kath Laing (Clerk)

Apologies: Glenn McRae, Ellen MacLellan

Agenda item 1. Approval minutes. The draft minutes from November 17, 2015 (regular Commission meeting) and December 7, 2015 (special Commission meeting) were approved unanimously.

Agenda item 2. Approval agenda. The agenda for the current meeting was approved unanimously.

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. Chairman Adrian welcomes Lisa Buckton, the library's new Teen Librarian. Lisa summarized her professional experience as a Teen Librarian, coming from Colchester Middle School. She described core programming she is currently implementing. Director Simon stated how lucky the Library is to have Lisa and how we are looking forward developing robust programming and resources specifically for t(w)eens.

Agenda item 6. Director's Report. From her report, Director Simon highlighted staffing challenges presented by Barbara Shatara's medical leave.

Agenda item 7. Discussion on recent art exhibit and proposed policy. In February, a Burlington resident challenged the Najawa Exhibit hanging in the Main Reading Room. The same month, a chapter of the American Defamation League out of Boston, contacted the Library with similar concerns. Commissioners received copies of the communications from and Library's responses to both third parties. The Mayor's Office contributed to Library responses. Although, this is the first time a temporary art exhibit has been challenged at the Library, it has highlighted the need for a policy. Commissioners received a first draft of an art exhibit policy. Director Simon stated that the policy would be discussed in detail with the City Attorney's Office. Input from Commissioners on the draft policy included: framing the goal of the policy by tying the availability of space for temporary exhibits to the Library's mission in first paragraph; linking the policy to the collection development policy; seeking input from ECHO, Shelburne Museum, Shelburne Farms and / or the Flynn – as they all have public art exhibitions; clarify book sales from vendors during author talks and % to library; . The policy will be brought back to the Commission once it has been fully developed and the City Attorney's office has had their input.

Agenda item 8. Public Meeting Room Policy and Procedure. Due to a change in public meeting room bookings, the public meeting room policy has been updated. Input from the Commissioners on the changes included: clarifying policy for library sponsored events and third party events and

programs, highlighting the 'first come first served' nature of the policy. A draft of the policy will be sent to the City Attorney's office for revision.

Agenda item 9. Fundraising. To date Annual Appeal FY16 has made over \$30,000. A redesigned BiblioFile was sent to 5000 residences in Burlington – a list developed from the March 2015 voter's list, Fletcher Free Library donors list and Friends of Fletcher Free Library members. Approximately 240 donations have been received to date. It was agreed that it is important for the FFL to diversify funding sources and projects in order to increase community investment in Library programming and resources. Commissioners asked that the tax deductible nature of donations to FFL (as a municipal organization – 170(c)1) in future appeals and fundraising efforts. The concept paper to be used for fundraising around the Exploring Human Origins travelling exhibition from the Smithsonian Institute was discussed. Commissioner input included: highlighting the fact that this travelling exhibition is coming to Burlington as a result of a competitive process and will be free to the community; including sponsorship opportunity of events – such as the opening reception; including cost of security detail while the exhibition is on display at FFL; stress the tax deductible nature of sponsorships and grants; open the sponsorship opportunities to corporate and individuals.

Agenda item 10. FY17 Budget Update. Director Simon informed the Commission that she would be meeting with Bob Rusten to discuss the budgetary context of FY17 that week, as well as to discuss the best way to manage current staffing issues due to Barbara Shatara's medical leave.

Agenda item 11. Friends of Fletcher Free Library update. Ellen MacLellan was not present to provide an update.

Agenda item 12. New Business.

Agenda item 15. Next meeting agenda items and date. April 25th at noon at the Library.

Agenda item 12. Executive Session {as needed}. No executive session was needed.

Agenda item 13. Adjournment. The meeting adjourned at 1:09pm.