



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

LIBRARY BOARD of COMMISSIONERS

May 15, 2017 at Noon  
Local History Room of the Fletcher Free Library

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#### AGENDA

1. Approval minutes 01/23/17
2. Approval agenda
3. Public Forum
4. Director's Report
5. City email accounts for Commissioners
6. Discussion around the Trespass Ordinance
7. FY18 Budget
8. Commission vacancies
9. Friends' Report
10. New Business
11. Next meeting agenda items and date
12. Adjournment

## LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, May 16, 2016 at 12:00PM in the Local History Room of the Library

**In attendance:** Ed Adrian, Jessica Nordhaus, Cate MacLachlan, Glenn McRae, Allyson Laackman, Mary Ellen Manock, Peter Ireland, Charles Winkelman, Megan Butterfield, Rubi Simon, Kath Laing (Clerk)

**Apologies:** Ellen MacLellan

**Agenda item 1. Approval minutes.** The draft minutes from April 25th, 2016 were approved unanimously, with one change in Agenda item 9.

**Agenda item 2. Approval agenda.** The agenda for the current meeting was approved unanimously – with two requested changes: move the presentation of the Friends 2015 Annual Report to the July meeting when Ellen McLellan is present, and the include Commission terms and conditions under agenda item 8 - New Business.

**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. Budget Presentation FY17.** Commissioners McRae and Laackman commented on the quality of the presentation and its alignment with the strategic plan. Director Simon highlighted changes in the budget – 1.5 FTE computer center monitors, upgrade of a Librarian position to Assistant Director, security contract, decrease in revenue recognizing fundraising through the Friends of FFL.

**Agenda item 6. Commission Annual Report draft.** Commissioners would also like to see included in the Annual Report Library achievements in FY16 and goals for FY17 as outlined in the Budget Presentation. Commissioner McRae would like to see FY15 Commission Annual Report posted on the Library website. Commissioner McRae would like to include a discussion of mid to long-term succession planning for the library, seeing the strategic planning process as an opportunity to rethink the scope of the work of the library, its staffing and leadership. Commissioner MacLachlan understands that Library Commission is an advisory board, however she is interested better understanding the nature of the work of the Commission. Commissioner Nordhaus believes this ties in to the broader context of leadership within the City.

**Agenda item 7. Friends of Fletcher Free Library update.** Agenda item moved to July 2016 meeting.

**Agenda item 8. New Business.** Commissioner McRae was surprised recently by the need to reapply for the Commission with short notice. It is necessary to have a process that allows Commissioners at least 2 months to reapply. Commissioners discussed an invitation to a Board and Commission Meeting on Wednesday, May 17<sup>th</sup> from 5-6pm sent around by Lori Olberg of the city. Little was known of this context of this invitation. It was not clear which Commissioners had been invited or who would be able to attend. Director Simon will clarify the maximum number of terms for any one

staff commissioner. Director Simon will also clarify if the Mayoral Designee Commissioner – currently Jessica Nordhaus – is appointed annually or for a three year term.

**Agenda item 9. Next meeting agenda items and date.** July 18<sup>th</sup> at noon in the Local History Room of the Library.

**Agenda item 10. Executive Session.** Commissioners unanimously voted to go into an Executive Session to discuss the evaluation of a public officer or employee – Library Director, Rubi Simon.

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