



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

LIBRARY BOARD of COMMISSIONERS MEETING
SPECIAL MEETING: July 26, 2016 at 5:30pm
Local History Room of the Fletcher Free Library

AGENDA

1. Approval minutes 05/16/16
2. Approval agenda
3. Public Forum
4. Time for review of meeting packet {as needed}
5. Director's Report
6. Recruitment Library Director
7. Presentation and discussion of Strategic Plan 2016-2020
8. New Business
9. Next meeting agenda items and date
10. Executive Session {as needed}
11. Adjournment

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, July 26, 2016 at 5:30PM in the Local History Room of the Library

In attendance: Ed Adrian, Jessica Nordhaus, Cate MacLachlan, Glenn McRae, Peter Ireland, Charles Winkelman, Megan Butterfield, Ellen MacLellan, Rubi Simon, Kath Laing (Clerk), Susan Leonard, Ben Pacy

Apologies: Allyson Laackman, Mary Ellen Manock

Agenda item 1. Approval minutes. The draft minutes from May 16th, 2016 were approved unanimously.

Agenda item 2. Approval agenda. The agenda 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. Director's Report. The discussion of the Director's Report focused on succession planning. Rubi Simon's last day at Fletcher Free is September 1st. Robert Coleburn will be the Interim Director as of September 1st until a Director is hired. Next steps are in the hands of Mayor's Office and HR. Rubi has provided input to job description and indicated what things to look for in candidates and where to advertise the job position. Rubi is planning on finishing up a number of projects, amongst them the Strategic Plan and the Rebranding.

Agenda item 6. Recruitment Library Director. Susan Leonard and Ben Pacey of Human Resources were on hand to respond to Commission questions on the upcoming recruitment process.

- The position of Library Director has been evaluated by HR at Rubi Simon's request. The position has been reclassified from a grade 24 to a grade 26. Each grade has 15 steps. Highest grade is 30. The new grade is comparable to market data. The hiring range for the position is between Steps 1-7 (\$77,000 – \$86,000). If an extraordinary candidate applies then the Step range can be extended.
- Market data comes from comparable communities in Vermont, Rhode Island, New Hampshire, Connecticut, and Massachusetts. Market data includes qualifiers for cost of living. Comparable communities take into account demographics and city budget. 21 comparable communities with cost of living calculations were used to reclassify the position of Library Director. Hanover, New Hampshire (where Rubi Simon is going) was not considered comparable as it is a community of 10,000. HR did not use UVM and UVM Medical Center for their comps.
- Staff enjoy a COLA increase at the beginning of each new fiscal year and a Step increase on their anniversary of hire each year. The maximum salary for grade 26 (step 15) is \$92,443.
- The position is open until filled.
- Commissioner McRae asked if the job description is descriptive of the job. Rubi believes it is. She looked at 10 different job descriptions to come up with the draft. Commissioner McRae encouraged all Commissioners and Trustees to read the job description as it is about library leadership and is going to be key in the implementation of the strategic plan 2016-2020.

- The job description is being publicized on the listserves of 25 relevant groups – including ALA, BCALA, Library journal, VLib, HBCU Connect, Library.com. As well as minority caucus groups such as Reforma Latino Group. Rubi Simon confirmed she had received calls from people in other states inquiring as to the position. Rubi commented that because Burlington is a small city, it may be difficult to attract people working in larger urban settings. Additionally, Vermont State funding for libraries is poor. However Burlington is a great place to live, so there is potential to attract someone looking for a lifestyle change.
- The steps in the search are: introductory meeting search committee (look at candidates, develop behavior based interview questions), second meeting (interview candidates and make recommendation to mayor). Commissioner McRae questioned what would happen when the candidates were winnowed down to 2-3 finalists. HR commented that they would be interviewed by the Mayor. Commissioner McRae would like to see limited public forum with partners as the library has a defined set of stakeholders who participated in the development of the Strategic Plan.
- Commissioner Adrian reported that Brian Lowe of the Mayor’s Office reached out to him as Chair to select two representatives of the Commission for the Selection Committee. He has selected himself and Cate MacLachlan. Additional members are Selene Colburn (CC and UVM Librarian), Susan Leonard (HR), Beth Anderson (IT), Robert Coleburn (Library), Brian (Mayor’s Office), and it is thought that they are also seeking someone from the community.
- Rubi shared that it is not usual in such an important community position to have different subgroups interview finalists – such as staff, commission and partner organizations. Most libraries do not work in communities that have BTVs level of community engagement. It is important that the candidate knows this. Commissioners MacLachlan and Nordhaus agreed and stated that with the development of the strategic plan over the last 18 months the library has a higher profile in the community, and with an upcoming Capital Campaign (as outlined in the Strategic Plan) it is important that the community have input in the selection process).
- ***A motion was made to communicate to the Mayor that finalist candidates be engaged in a meeting with key stakeholders (staff, Commission, community leadership) who were engaged in the strategic planning process. This motion was seconded and unanimously approved by the Commission.***
- Commissioner Nordhaus inquired as to the communication process within the Commission from Commissioners on the Selection Committee. As commissioners it is important to remain informed in order to answer questions from community members.

Agenda item 7. Presentation and discussion of Strategic Plan 2016-2020.

- Kath Laing, Development Manager, presented the draft Strategic Plan for Commission feedback. Important feedback was taken on board regarding the strategic vision; highlighting the future for the library building; including the management of volunteers more prominently; ensuring the strategic framework for the plan includes a step in the evaluation process that analyzes if strategies, objectives and activities have been achieved with the desired result and contemplates the ‘what next?’ question; inclusion of recreation and fun in the objectives.
- The strategic plan is due to be finalized by the end of August. There will be a public document, a staff document and the full internal version of the plan (as outlined in the annotated Table of Contents in the documents distributed to the Commission for this meeting).

Agenda item 8. New Business. Commissioners extended sincere thanks to Rubi for her professionalism, engagement with community, input on the functioning of the Commission, development of the Strategic Plan and managing the transition of the library from where it was when she started 4 years ago to date.

Agenda item 9. Next meeting agenda items and date. September 12th at noon in the Local History Room of the Library.

Agenda item 10. Executive Session. No Executive Session was required.

Agenda item 11. Adjournment. The meeting adjourned at 7:45pm.