

# **LIBRARY BOARD OF COMMISSIONERS**

Thursday January 17, 2013, 5:15 PM

*In attendance: Peter Ireland, Jill Krowinski, Robert Resnik, Eric Lindstrom, Peg Boyle Single, Mary Ellen Manock, Christine Webb, Denise Dunbar, Anne Nixon, Robert Coleburn, Emer Feeney, Jill Krowinski, Rubi Simon, Ed Adrian*

## **1. Agenda**

## **2. Minutes**

- Amended minutes have been approved.

## **3. Public Comment**

- Peter Ireland shared that the taped handle on the inner doors of the Library is not visually pleasing- the rest looks great!

## **4. President's Report**

- Eric emphasized the importance of the library staff- in particular Robert C and Robert R- during the transition from our co-directors to our new single director.
- Eric reported that a conversation has been started with the city on compensation for the work that went above and beyond by Robert and Robert. The board unanimously agreed to push this motion forward. Rubi shared that it is a process with many gates. The city wants to ensure it's fair and right across the board.
- Upcoming event to celebrate Rubi's arrival: Barbara and Rebecca and the Development committee have discussed hosting an event. The Friends have agreed to have some support. Eric has asked for strong board representation at this event. Most likely in attendance will be: top end donors, community members and organizations, Friends of the FFL, FFL Board. The mayor has given a good conduit for Rubi already. Christine suggested it would be a great way to display all the great services here at FFL. It is unclear what type of event it will be, whether it is an intimate gathering or a larger invitation involving a political introduction. Rubi recommended discussing the intent of the event with Rebecca and Barbara to see if it should be a political event as well or if we should have a separate event with city heads.
- Eric has been talking with the Friends of the FFL about how the FFL Board and the Friends can confer. We hope to resolidify the nature of our relationship. Within the next couple of months, we plan to have a meeting to discuss how we want to proceed with library events.

## **5. Co-Directors Report**

- There will be free phone service to the public in our lobby, thanks to Burlington Telecom. The phone line was installed January 15th.
- Rubi Simon's first day of work as the Director of the Fletcher Free Library was on January 14th.
- Robert C and Robert R met with the DPW to tour the building for possible capital improvements. High priority projects to be considered include a new fire alarm system, exterior brick work, and carpeting.

- Robert submitted a completion report to the Vermont Arts Council for the AV Project in the meeting room; however, VAC requires a completion report application for the project (due Jan 31). VAC will not send a check until the report application is completed and approved. Robert will be working on this task in the week to come. This further delays the money we can pay to the SuperStore for their services.
- The new budget will be done with New World, the new budgeting system. It may be difficult to understand. The guidelines will be coming out shortly- they may go for level funding again. The concerning piece is that it's such a new system for the city, that it doesn't seem they have a handle on it.
- The FFL Books for Children Gift Campaign was highly successful. A record collection of 1,400 new picture books were collected for disadvantaged children in the community. FFL partnered with the Vermont Children's Trust Foundations. Robert Resnik delivered books to the King Street Center, Sara Holbrook Community Center, VNA Family Room, Head Start of Chittenden County, and COTS.
- Rebecca met with Alan Matson, Burlington School Board Member to discuss how the BSD can help the Library. They discussed the innumerable services the Library offers to students and how the BSD might contribute funds/services to the Library to benefit students. Rebecca recommended donations of computer tablets for after school homework assignments and translations in various languages of Youth Department flyer. Rebecca has been a critical liaison to the BSD which has benefitted FFL greatly!

## **6. Staff Commissioner's Report**

- Rubi and Emer met to change the staff meeting format. They are developing a new agenda with the plan to be productive. The diversity component will be continued at the end. The staff meeting is the only time to meet as an entire staff, so they are working on finding a balance. Rubi wants all staff there. Rubi has some new ideas to get all staff there, including opening on a delay once a month. Having all staff members in attendance is critical for communication and to understand how each department impacts the others.
- Some new additions to staff meetings will include: statistics reviewed on a monthly basis by all staff to see how to make positive changes and help each other; continued trainings and staff development; programming group meets together; selectors meet together; work on transparency among departments.
- Tech services is struggling with being understaffed. It could be moving into grievance territory if changes don't work. Staff is very flexible and accommodating, but staff should not be responsible for responsibilities outside of their job description.
- We hope to keep communication lines open between the FFL staff and FFL Board. The Board asks staff to let us know if a strong board presence should be a priority at staff meetings.
- Outreach at the FFL is strong right now.

## **7. Committee Reports**

- Diversity Committee met earlier today in preparation of next cultural competency workshop. Internal and outreach aspects. Destination Postcards. Collaboration with Parks and Recreation, Flynn, BCA, Reading to End Racism.

- Development Committee: FY12 261 donors, \$96,000 (\$30,000 of that was a federal grant); FY13 goal is 300 donors, \$70,000.

## **8. Friends of the Library Report**

- Heart and Hearth book sale- The Friends plan on selling higher value books.
- The Friends are exploring options for presentations on public interest topics.

## **9. Development Coordinator Update**

- Ashley, the development coordinator, has requested a raise in her hourly rate from \$40 to \$50 dollars. Ashley is retained by the board. She does not have a contract but instead an employment agreement.
- Ashley requested that the raise be retroactive and start November 8, 2012 because that's the start of her most recent pay period.
- Ashley has a cap of \$7,000. One year she went above the cap, but the other years she hasn't. She is not asking for a raise on this. We can always relook at the cap in the future if we have further concerns with this.
- It would be helpful to have Ashley for continuity. We can review for the year and raise issues of billable hours and transparency throughout this year.
- Endorsing the terms of Ashley's request is the practical method to ensure short term success, is good business ethic, is fair since the development committee drafted and the board approved her employment agreement, and it doesn't constrain us as a board.
- Ashley has improved after having more transparency and clear cut goals.
- The concern was raised that Ashley isn't always available on-site and that she instead uses e-mail frequently. Ashley wasn't sure if it was the best use of her hours to be physically at the FFL. It seems that Ashley is working less hours but is streamlining her results and becoming more efficient.
- Ed and Rubi inquired about the policy and procedures with having an independent contractor working for the FFL who is not a city employee.
- Ed inquired if Ashley is a 1099 contractor. He raised concerns about having a contractor making \$7,000 per year and bringing in only \$96,000.
- It is not the director's job to be raising money. It's a necessity to have fundraising. We need a development position but we need to follow procedures and see where it needs to be placed.
- Rubi reminded the Board of the importance of the auditors from the city.
- Ed shared that it's a shame the city doesn't give the money for any of the programming. Rubi shared that across the country, libraries aren't getting the funding for programming which they need.
- It was clarified that Ashley's job is solely for fundraising and that when we fundraise, we do so to keep programs going which the city does not fund. Ashley brings in the money for us to run these programs and the city does not support us in that way. Ashley works closely with staff members and is essentially like a staff member.
- Eric stated we need to vote tonight because of the urgency of the hourly rate. We can review the position as a whole in the future and the city procedures. Robert suggested we let Ashley know we will be looking into the position and figuring out the logistics. She does not have a contract. Tonight we are simply voting to approve the terms of the agreement we have.
- The board voted on this request. There was one abstention and the remaining votes were in favor of Ashley's request.

- The board endorses Ashley's request to increase her hourly rate from \$40 to \$50, ensuring the cap stays at \$7,000. The status of her as a contractor for the city came up and we will inquire into this issue, which could potentially impact the employment agreement she has from Nov 8, 2012.

#### **10. Meeting Room Policy**

- Because of the new AV equipment, the Meeting Room Policy needed to be updated. Barbara and Robert used the old policy and added new things pertaining to new technology.
- The Board raised the question of why worship services are not allowed to use the meeting room. Robert C noted that the worship services information came over from the old policy. Robert R shared that in the past, some groups held worship services here weekly. The concern was raised that it can be difficult at times to discriminate a worship service from another type of gathering.
- "Non profit" organization language will be changed to "not for profit" organization.
- The question was raised about hate groups using the meeting room. It was noted that we want to have transparency. Patrons have the right not to feel harassed, this is a library policy.
- Emer shared that in the past, there have been some concerns from patrons about groups meeting at the FFL, such as with sides of the Israel- Palestine conflict. The idea of tying the Library's discrimination policy/City discrimination policy in with the meeting room policy was raised. We want to have a clear mandate so the employee is not faced with the judgment.

#### **11. Actions to be taken**

- Robert C will review and rework the meeting room policy and the Board will vote on it in February.
- There will be follow up on the status of the development coordinator.
- Eric will keep the Board posted on the FFL's event for Rubi's arrival.
- There will be a meeting between the FFL Board and the Friends of the FFL.

#### **12. Adjournment**