

LIBRARY BOARD OF COMMISSIONERS

Thursday, February 21, 2013, 5:15 PM

In attendance: Peg Boyle Single, Robert Coleburn, Rubi Simon, Peter Ireland, Emer Feeney, Christine Webb, Anne Nixon, Rachel Van Vliet, Ed Adrian, Mary Ellen Manock

***The board discussed whether there was a quorum at the meeting (so that minutes/policies could be approved). The board reviewed the charter and the bylaws and read that there are 4 trustees, 6 commissioners, and the mayor or mayoral designee (traditionally the youth position). It was suggested that the mayoral appointee could be Rubi. Rubi will check with the mayor. The youth position could become an at large position. (Co-directors weren't appointed by the mayor, so they haven't voted in the past.) Rubi will follow up with the mayor/city attorney as to whether she is a voting member of the board. She will notify the board of the outcome at the next board meeting.*

1. Remembrance of Dan

- The board began the meeting with a remembrance of our fellow board member, the late Dan Balon.
- Peg shared that Dan wouldn't want a moment of silence- we will honor him instead by sharing memories of him.
- The opposite of injustice is action. We can keep his work going and honor him through the lecture series at the FFL.
- Peter suggested sending a letter to Arlene, Dan's wife. The board will check with Barbara to see if this would be appropriate.

2. Minutes

- Delete the volunteer lunch from January minutes.
- BCA Collaboration.
- No other changes to the minutes.
- The minutes have been approved pending discussed changes.

3. Public Comment

- No public comment.

4. President's Report

- Peg shared that Eric is in England at a conference. He will be back next month. She is fulfilling his duties for this meeting.

5. Director's Report

- The primary concern is the staffing constraints and the current staffing model. The staffing model hasn't changed in years. Everyone is stretched very thin- more about quantity than quality right now. The staff will be working together to find an appropriate model for hours of operation to alleviate short areas and create a higher quality.
- The hours of the library should be adjusted to accommodate the changes in the community. Our hours are not conducive to the populations- new Americans, working families, etc... So much programming gets crammed into

Wednesday nights. Most libraries in Chittenden County are open at least two nights per week. Rubi looks forward to having this conversation with staff to find the best fit for us. She hopes to come back with three options for the board to review. The FFL wants the community to vet this process to see that it is best for everyone.

- Rubi shared that there needs to be some clarity on the accounting position. There are staff members who have taken on those responsibilities. Rubi is creating job description with HR. She is possibly reclassifying a current job as the accounting position.

6. Staff Commissioner's Report

- Rubi has shared information about the budget with the staff. The staff is hoping for leveled funding. Some money went to critical repairs. Rubi shared about managing change and wanting the staff to be on board with hours of operation changing. Staff seem excited about this change because they feel the necessity of it.
- The staff talked about safety issues- unresponsive patrons, threatening patrons. It's important for the team to be solid and confident in how to respond to situations like these. A suggestion was to walk through the building to connect with patrons and as another security measure. They are still working on the security system here.
- There have been new trainings for staff for the AV equipment. Thanks to Robert C for his work on that!
- Recently there was a wonderful presentation from Tibetan staff members. They shared their personal stories about how they came to the US. They had different stories that were quite moving. There is a strong Tibetan population in this community so it is helpful to learn about the culture and the people of Tibet.
- Some operational funding was used for critical repairs. Rubi is working on getting money back to operational funding because we need it to get to the end of the year. It was unclear what was a "critical repair"...in the future, it would go directly to CAO/the mayor's office to get approved. The city is trying to improve steps when there are critical repairs for all departments.

7. Committee Reports

- No committee reports.

8. Friends of the Library Report

- The Friends met on Feb 13. Rubi came to the meeting.
- The book sale was a success: a profit of about \$1200 from books that cost a \$1!
- The Friends voted to give an advance to Rebecca for tote bags for the Summer Reading Program to use for a microphone and music stand for Robert R.
- The Friends are working on long range plans- expanding active members of the friends.
- At 2 pm on Sunday Vince Fenney will be giving a talk.
- The election of officers will occur during the March meeting.
- The Friends look forward to meeting with the board (working on finding a common meeting day/time).
- The volunteer luncheon is on May 31. Staff is involved.

9. The Dan Balon Lecture Series

- The FFL will institute a Dan Balon Lecture Series to honor Dan and his amazing contributions to our community. The series will focus on diversity/inclusion.
- Arlene, Dan's wife, thought of creating something to honor Dan at the FFL.
- The FFL will need to figure out the funding.
- Any board members interested in working on the lecture series will contact Rubi or Barbara.

10. Meeting Room Policy

- Robert took input from last month's meeting and made some changes.
- The board took a vote and approved the meeting room policy.

11. Actions to be taken

- Rubi will follow up with the mayor/city attorney as to whether she is a voting member of the board.

12. Adjournment