

March 2013 FFL Minutes

In attendance: Rubi Simon, Peter Ireland, Eric Lindstrom, Peg Boyle Single, Ed Adrian, Rachel Van Vliet, Christine Webb

*Rubi spoke with the mayor's office about being the mayoral's designee. Rebecca also spoke with the mayor's office about a youth liaison as the mayoral's designee. At the very least, it would be helpful to have Rubi as a voting member in the interim as they find a youth liaison. They have not gotten back directly to Rubi. Rubi will follow up with the mayor's office this week.

MINUTES

The February minutes have been approved.

DIRECTOR'S REPORT

Rachel will send the minutes to Eric who will distribute to the board. Rubi will need an agenda before the meeting.

Rubi wants to see what is the most important information to put into the director's report. We discussed pre-circulation vs circulation of the director's report at the meeting. Peg would like the report to be as easy for Rubi as possible and as a good way for Rubi to communicate things to the board and so we can support Rubi and the FFL.

There is a lot of clean-up work for Rubi to do. A challenge is Rubi assumes certain things are in place, but there are not. Then questions/problems arise and then Rubi has to go back. Many things functioned without changing or fixing them, but they didn't function efficiently.

There are so many layers to these challenges.

There is not a good model of communication amongst staff. Everyone works independently which is how it's been done for so long, but everyone doesn't always communicate to better provide services at the FFL. There is not a common calendar for all events. The fundamental issue is there is no opportunity for people to share information/what are we doing today? Interface- no routine, no means, no opportunity. There are no programming meetings for staff. There are no meetings to discuss circulation issues. There is no time during labor management meetings. No meetings for selectors.

No stats have been run- we should be running monthly stats.

After Rubi reviews the policies, Rubi will then put a timeline with steps for revision of policies.

The employee policy comes from HR- does not need to be reviewed. Some policies are outdated. Some policies are missing (ex. There are no policies for things like social media; there is no marketing model. Eric wondered how this will align with the long range plan. Rubi is currently assessing what is there and what is missing. As we work on our strategic plan, Rubi will have the knowledge of what needs to be focused on. Before Rubi came on (when Amber stepped down), we were unsure of the long range plan timeline. We had reached out to community members. Eric would like Rubi to communicate with the chair regarding reaching out to these community members again.

We need a revamped website. It is totally static. Library website should be interactive, the virtual library. Our is not moving. Who would work on the website? This would be about \$5,000- 10,000 to hire a consultant to

revamp the website. Rubi will e-mail us links to ideal websites. We would want to convene a committee to discuss the front door- the physical entrance and the website.

Staff is vetting potential new public service hour structure. We want an extra evening. The process has just started out with staff. They are identifying staffing challenges and constraints. It will be several months of that process.

PUBLIC COMMENT

We would like the open trustee of the fund position to be filled by Peter Ireland. Peter is looking forward to becoming a trustee.

There are two kinds of trustees- of the library and of the fund.

PRESIDENT'S REPORT

The development discussed the other standing committees on the board:

Board Development, Development, Collections

The development committee would like a more consorted vision of board development. What initiatives do we want? What experiences do we want? What expertise do we want? The strategic latitude the trustee appointment allows us to have should be taken advantage of.

The trustees do not need to be vetted through city council- this is a way to develop the board members.

The Mary Fletcher fund interest is what the trustees sign over to the director.

Ed isn't aware of other organizations that have a similar structure of leadership.

Christine noted that the FFL was started with the funding from Mary Fletcher.

Eric will be stepping down as board chair and trustee at the end of the fiscal year. July will be Eric's last month. Eric would like to recommend Peg Boyle Single as the future board chair.

It would be great to have the Friends of the FFL meet with the FFL Board.

It would be great to have an open conversation about the vision of the FFL. A possible time for FFL and Friends meeting: April 18th, after the board meeting. We want the Friends of the FFL to know we value their hard work and vision. They have been supportive of projects, professional development, search committee, and many other things.

On April 18th at 5 PM there will be a dedication of the stained glass art for Amber Collins by the circulation desk.

Ashley will be visiting the board meeting to remind us of important ideas in development, such as 100% level participation in fiscal giving. She will talk to us about new prospect packets- we will e-mail Ashley with new names for giving.

STAFF COMMISSIONER'S REPORT

FRIENDS REPORT

COMMITTEE REPORTS

Development committee met on 3/21. Ashley will be at the board meeting briefly on 4/18.

Our numbers for the year are about on target. Ashley is at \$57,576 with 230 donations. Her target for the year is 300 donors \$70,000.

The Development committee discussed funding for the Dan Balon Lecture Series. They are looking into where the funds would come from. We do not have a chair for the Diversity committee with Dan's passing. Board members will communicate with Eric about filling this position. Next month, we plan to fill the trustee position and elect a chair for the Diversity committee.

ACTIONS TO BE TAKEN

Pending word from Robin Tweery, April 18th at about 6:20- 7:30, the board, Friends, and Rubi will be meeting.

Trustees will meet regarding Peter for the trustee position. Eric will communicate with Denise about this appointment.

The board will be convening at 5:00 on April 18th for the dedication of the stained glass art for Amber Collins.