

LIBRARY BOARD OF COMMISSIONERS Minutes

Monday, October 21, 2013, 5:15 p.m. Local History Room

In attendance: Peg Boyle Single, Ed Adrian, Peter Ireland, Jill Krowinski, Ellen MacLellan, Kate Bouton, Rubi Simon, Jessica Nordhaus, Mary Ellen Manock, Selene Colburn

1. Approval of September Minutes

- The September meeting minutes were approved, with a correcting language to read "ongoing book stall sale."

2. Public Comment

- There were no public comments.

3. Election of Clerk

- Selene Colburn was elected to the position of Clerk; we'll continue to rotate responsibility for taking minutes among board members.

4. Commission Report for the City Council

- The commission's report to City Council was approved and signed.
- There was discussion about continuing to develop metrics for evaluation and reporting purposes. Rubi is working on reviewing existing data and developing new measures as needed.

5. Committee Chairs' Comments

Development

The Development committee will create a hiring committee to review applicants for the part time development position. This committee will also be looking at setting clearer goals for board members and, over time, bringing in additional members with fundraising and event planning skills.

Collection/Physical Assets

Peter and Mary Ellen toured the library with Rubi to review existing facilities issues, the most pressing of which is leaks to the roof and select windows. There is also concern about possible mold growth in the community room, which we will investigate further.

Rubi has been working with the city to ensure that the library's physical addressed. To this end she:

- Met with the CAO to update investigate eligibility for use of Burlington's critical repair fund and updating the library's building needs on the critical repair list.
- Had conversations with the Department of Public Works staff member in charge of critical care repairs and will set up a meeting with Rubi will set up a meeting with Chapin Spencer for further discussion.

A UVM Historic Preservation student is doing an assessment of Vermont's Carnegie libraries, which will result in useful information.

Rubi, Peter, and Mary Ellen are planning to attend the Nov 2nd Vermont Library Trustee 2013 annual conference on November 2nd in Montpelier. The focus of the event is on library buildings.

Board Development/Strategic Planning

The upcoming strategic planning process will include board, staff and friends. All board members present shared some information about their past experience with strategic planning processes. We'll be engaging a facilitator to help with the process; board members were invited to share any recommendations for a possible strategic planning consultant.

Discussion on meeting in December and full board meetings for the rest of the year. The full board will meet in November, but skip a December meeting. Committees are encouraged to meet during this time. In January we'll assess how work is progressing in subcommittees and further discuss the idea of alternating monthly meetings between the full board and committees.

Peg will add a standing item to the agenda to discuss areas where committee work overlaps.

Recommendations for Final Trustee Position--

We continue to hold a trustee position open as we determine which skills will be most valuable for our upcoming work. Selene will share a draft rubric that can be used to assess board skills and background.

6. Director's Comments

Rubi has started meeting regularly with the Mayor, who is instituting check-ins with all city department heads. A number of successful programs were discussed, including:

- The upcoming Hack the Stacks program; co-sponsored with Code BTV.
- A drop-in afterschool tutoring program started in October, with three Albany College of Pharmacy graduate students tutoring grades k-6, grad students in math, science, and reading.
- A new Magic card group has been established.

The challenge marketing programs with limited staff time was discussed. Staff have an upcoming training on social media with Champlain College librarian Andy Burkhardt.

Some security concerns were discussed, including behavioral concerns on the library green and a recent rise in thefts. Rubi met with Chief Schirling and will monitor concerns and behaviors, to get a better baseline sense of what's happening.

7. Staff Commissioner's Comments

Staff are excited by the vibrant atmosphere at the library. As new programs develop, communication will improve so that frontline staff are prepared for inquiries. Staff roles will continue to be defined in the coming months.

8. Friends of the Library Comments

We'll be working toward more alignment between the Friends of the Library and the library's fundraising efforts. Jill will connect with the Friends' fundraising committee. We'll look at better coordination of appeals and events. The annual Donor's Night, held prior to the fall book sale, invites library donors, but not those who have given exclusively to the Friends. We'll work on resolving this.

9. Actions to be Taken

- Any suggestions for members to serve on the development hiring committee can be shared with Jill.
- We'll continue discussion about filling our final trustee spot.
- We'll consider inviting additional volunteers to serve on committees.

Minutes recorded by Selene Colburn.

ATTACHMENTS

FRIENDS REPORT – 11/18/13

Ellen MacLellan

- Planning a holiday sale of higher priced books (\$10 - \$20).
- Granted request for \$82 from Rebecca to fund her attendance with 3 co-workers at a workshop in Montpelier on the Caldecott Medal.
- Received Barbara's program schedule for November. No help required from **FRIENDS**.
- Sent 140 cartons of books to Better World Books. Eighty additional cartons being packed for pick up on 11/15.
- Hosted final **FRIENDS** program – a presentation by Frances Foster, *Architecture in Burlington and Vermont*, on 11/10.
- Netted over \$1400 from Book Stall sales for October.

Development Committee Report

Jill Krowinski

The Development committee met on October 23rd and the next meeting is set for Tuesday, November 26th at 5:15pm. Our committee is focused on really organizing and building a solid base to move forward with the new year with. We talked about the issue with the Fund for the Future fund and what we can do to ensure we can raise money and have access to it. That helped shape our first goal, which is to get a resolution passed by the city council to create a reserve fund for our fundraising. Our second goal is to create a fundraising plan with clear metrics and goals. Our third goal is to help get an annual gala event organized for the library. One idea for the gala would be to do a Love the Library event around Valentine's Day. Our action items are:

- Committee to make a decision about the making universe for the annual report.

- Ashley will focus on the annual report, stock gift process, and a couple of asks.
- Rubi, with the help of the committee will draft a fundraising calendar so we don't overlap with the Friend's events.
- We should think of people to recruit for the committee who can help us reorganize.
- Help spread the word about the development position. Here's the link to the job description:

http://www.burlingtonvt.gov/uploadedFiles/BurlingtonVTgov/Departments/Human_Resources/Employment/FFL%20Development%20Coordinator%20October%202013.pdf

- Selene will check in with Councilor Rachel Segal about the resolution.
- Ed will work on resolution.
- Rubi and Jill will work on fundraising plan.
- Ed and Jill will help Rubi with development position interviews.

Building and Collections Committee Report

Mary Ellen Manock

The Trustees and Friends Conference at the State House which was attended by Rubi Simon, Kate Bouton and Mary Ellen Manock, was informative and encouraged leadership in the library setting. The key note speaker was Stuart Gay- Comstock, President and CEO of the Vermont Community. His expertise is civic engagement to which he has dedicated his career. He told an old library joke which I had not heard. The Breakout sessions were: "Municipal vs. Incorporated" presented by Paul Gillies, "Beyond which had good ideas for small towns and some outdated items for proud to attend with Rubi and Kate as they were constantly connecting. There were open "chat tables", raffles, and a trivia event, WAIT, WAIT, DON'T TELL ME style.

We look forward to the conf. in the spring which will cover buildings and collections and, which Peter Ireland who could not go at the last minute, will hopefully be able to attend. We will encourage the FRIENDS or a rep to attend as well.