

## **LIBRARY BOARD OF COMMISSIONERS Minutes**

*Monday, Monday, November 18, 2013, 5:15 p.m. Local History Room*

### **SUBJECT TO APPROVAL**

#### **In attendance:**

Selene Colburn, Peg Boyle Single, Peter Ireland, Ellen MacLellan, Mary Ellen Manock, Glenn McRae, Jessica Nordaus, Rubi Simon.

*(Not in attendance: Ed Adrian, Kate Bouton, Jill Krowinski)*

#### **Approval of October Minutes**

1. Approved.

#### **Public Comment**

1. None.

#### **Committee Chairs' Comments**

1. Development
  - a. There are at least 8-9 applicants for the Development position; the hiring committee will be meeting to review applicants.
  - b. Ed has created a draft resolution for City Council, to ensure that the library can create and maintain a reserve fund that remains separate from the City's general operational budget. The committee will review this and bring it to the full board for approval.
  - c. Councilor Karen Paul has expressed an interest in helping with the hiring committee and the resolution.
2. Collection/Physical Assets
  - a. Rubi and Mary Ellen attended the Vermont Library trustees' conference, which had more of a focus on fundraising than facilities (the spring conference will be on buildings).
  - b. Christine Webb is focusing more on Collection Development; she'll be updating the collections committee; a Collection Development policy is in the works.
  - c. Rubi has been meeting with the CAO and capital repairs team. People have been looking at all the various roofs, a contractor is looking at the south wall, which appears to be the source of leaks. The Mayor's Office and Department of Public Works are hiring someone to evaluate the wall and get an estimate for repointing. There is also a final candidate for the fire alarm system upgrade.

#### **Board Development/Strategic Planning**

1. There is budget of up to \$20,000 for the strategic planning process. The committee is looking at a recent Burlington RFP example from the City's diversity planning process; they will also look at other library RFPs and be in conversation with CEDO about what worked in their process. They will assess skills, abilities and contacts of current board.
2. Glenn has created a brief introduction to strategic planning and after the Commission decides on its approach in seeking a consultant, he will meet with the library staff to discuss.

### **Cross-Committee Discussion**

1. We will continue to keep this as a standing agenda item. As work evolves, we expect more discussion.

### **Recommendations for Trustee Position**

1. We will continue to keep this as an agenda item, but are holding it pending further strategic discussion about the upcoming work and skills assessment of the current board. This could be an opportunity to help advance development work.

### **Director's Comments**

1. Rubi is:
  - a. Gathering data for state reporting to the Department of Libraries.
  - b. Meeting with the Mayor's Office on building issues and securing funding for strategic planning.
  - c. Participating in the City's diversity strategic planning process.
  - d. Robert Resnick has started a new outreach schedule, visiting 16 sites a month, delivering materials.
  - e. Barbara Shatara is focusing more on programming and assisting with the development of major partnerships.
  - f. Creating an annual report.
  - g. At tonight's City Council meeting, the Library Commission presents the year's highlights in conjunction with the written report.
  - h. The CAO has asked departments to start building the budget; he wants to look at a baseline budget by the end of November. Rubi will share with the board.

### **Staff Commissioner's Comments**

1. Kate is sick, so no verbal report.

### **Friends of the Library Comments**

1. No additional remarks, beyond written report

### **Actions to be taken**

1. Most next actions will be taken at the committee level.
2. Committees can recruit volunteers as needed.
3. Applicants for the Development position will be interviewed by phone, and top candidates brought in person. The committee is serving in an advisory role to the Director and the Development person will be supervised directly by Rubi. Nancy Cathcart and Karen Paul may join the hiring committee.
4. We're rescheduling the next meeting to January 13th, to avoid conflicts with Martin Luther King Day programming.