

LIBRARY BOARD OF COMMISSIONERS Minutes

Monday, May 19, 2014, 5:15 p.m. Local History Room

In attendance:

Ed Adrian, Kate Bouton, Peter Ireland, Jill Krowinski, Ellen MacLellan, Mary Ellen Manock, Glenn McRae, Jessica Nordaus, Rubi Simon.

Agenda & Notice of Warning

1. Goals for meeting.

Approval of March Minutes

1. Still looking.

Public Comment

1. None.

Committee Chairs' Comments

1. Collection/Physical Assets
 - a. Sharps container in bathroom? There are some downsides to that (people breaking into them to re-use needles).
 - b. Key system in place for 1 week now.
2. Development
 - a. Great to have Kath on board. 3-month fundraising plan in place. Want to grow our list. One of our top priorities is to work on list and reach as many people as we can to encourage them to give something to library
 - i. supporting Kath in her work:
 - ii. reached out to local restaurants to try to partner with one of local discount events for summer reading program
 - iii. postcard reminder for those who haven't donated
 - iv. working with Rebecca to revamp summer reading program (donations)
 - v. Applying for Gladys Brooks Grant (\$50K)
 - vi. Working with Friends--may need to audit, get accounting for us to apply for higher level grants
 - vii. Partnership with Phoenix Books. Given a James Patterson Grant--going to try to help fundraise for that to maximize. Going to try to do a book for every kid. Story coming out this week.
 - viii. Working with Deb pulling statistics and numbers together.
 - ix. reminder to Board to contribute--looking for 100% participation
 - x. Looking to build fundraising list. If Board has names, please share with Jill and Kath.
 - xi. Only 400 people on donor list--goal is to at least double.
 - xii. 1300 people on e-newsletter list
 - xiii. Hoping to come back to Board with work to do: sign letters
 - xiv. Do we give to Library or to Friends?
 1. Either

Board Development/Strategic Planning

1. Update on Strategic Planning process
 - a. Identified 3 qualified candidates
 - i. Skype calls to help give the candidates some background/context
 - ii. May 26 deadline for proposals.
 - iii. Will make proposals available to entire commission--committee will develop scoring matrix in early June. Everyone invited to provide input into criteria.
 - iv. Committee is asking for the Commission's empowerment to make the decision
 - v. Chosen candidate is going to want to get started. Will need Commission support, to develop the planners understanding of what our role as commission is.
 2. Discuss Assessment Form
 - a. Form attached to today's agenda intended to:
 - i. help Development committee
 - ii. help inform future needs from commissioners and trustees
 - iii. existing skills and competencies--what we have that will be valuable to FFL and
 - iv. what we need
 - v. board development--how we best learn.
 - b. not intended to be confidential
 - c. suggested questions:
 - i. what kind of library service do you use most?
 - ii. in what area of the library are you interested in volunteering
 - d. hard copy to library (Rubi) or pdf and email to Glenn and Peg.

Cross-Committee Discussion

1. Staffing
 - a. Development: Kath
 - b. Strategic Planning: Rubi
 - c. Collections: ??
 - i. Someone from the City? Student? Someone with more structural expertise
 - ii. Doesn't have to be a commissioner

Recommendations for Trustee Position

1. Have 2 positions open (Selene had to resign when elected to City Council)

Director's Comments

1. New format for Dept Heads Meetings
 - a. Budget--changed to a 15 minute discussion, rather than presentation: reviewing last year, where we think we are, where we want to be. City Council has already reviewed the report. Have been working with Deb and Kath to pull numbers together. What we are spending on, why we are spending, how we are spending. Have identified areas to clean up. Rubi will send everyone a copy of what will be submitted to City Council.

Staff Commissioners Update

1. new scanner, printer
2. down one staff person since January
3. bathroom issue has been challenging. First week
 - a. mixed bag:
 - i. some feel safer about using bathrooms, especially senior population (most positive feedback)
 1. kids bathrooms open
 - ii. some feel put off.
 - iii. potential anxiety-producing distraction with key--clash of cultures (patron services v. bathroom key)
 - b. who can use? anyone who asks and has a library card or picture ID.
 - i. suggestion that there be a policy drafted
 - ii. could a volunteer do the bathroom key? (someone with an interrupt-able task
 - iii. one bathroom user at a time
 - c. raises issue of public restrooms--don't exist here? City Hall closing?
 - d. will reassess in a few months
4. police patrol--impact:
 - a. fewer cell phone conversations in stairwell
 - b. when bathrooms closed, no stolen laptops
 - c. less frequent now.
5. reinforced and posted library rules. camera surveillance sign posted.
6. trying to shift the culture--tricky for staff. Rules weren't being enforced is good, but stressful.

Friends of the Library Update

1. small paperback book sale--send your friends

Actions to be taken

1. None

Brief Executive Session to Discuss personnel issue

1. Motion to go into Exec Session--Peter. Mary Ellen seconded
2. Motion to leave Exec Session--Ed. Glenn seconded.

suggestion to develop process for annual review of Director's performance.

development since this will be annual:

1. each May, Board could be asked for input
 - a. Steps involved
 - b. Access to (so Board can reflect back):
 - i. Director's goals--personal and professional
 - ii. job description
 - iii. previous year's report

Adjournment --moved and seconded