



Fletcher Free Library
235 College Street
Burlington, Vermont 05401
Ed Adrian – Board Chair

LIBRARY BOARD of COMMISSIONERS MEETING
3RD MONDAY OF EVERY OTHER MONTH, 12:00 P.M.
FLETCHER FREE LIBRARY, LOCAL HISTORY ROOM

Schedule is as follows:

March 16, 2015

May 18, 2015

July 20, 2015

AGENDA

1. Approval minutes (*attached*)
2. Approval agenda (*attached*)
3. Public Forum
4. Time for review of meeting packet {as needed}
5. Director's Report (*attached*)
6. Commission Development
 - a. Conversation with Cate MacLachlan (*resume attached*)
 - b. Recruitment of Commission Members - Peg Boyle Single and Trustee
7. Strategic Plan update (*attached*)
 - a. Conversation around community engagement strategy
8. Annual Appeal update (*attached*)
 - a. Major donor campaign development
9. Friends of Fletcher Free Library
 - a. Election update
 - b. Accounting services
10. New Business
11. Next meeting agenda items and date
12. Executive Session {as needed}
13. Adjournment

The latest Library Board Meeting Minutes and Upcoming Meeting Agendas are
Posted on our website: www.fletcherfreelibrary.org



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LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, January 26, 2015 at 12:00PM in the Local History Room of the Library

Subject to Review

In attendance: Ed Adrian (Chair), Kate Bouton, Mary Ellen Manock, Peter Ireland, Jill Krowinski, Glenn McRae, Ellen MacLellan, Rubi Simon, Kath Laing (Clerk)

Apologies: Jessica Nordhaus, Peg Boyle-Single

Agenda item 1. Amended to read “Election of Clerk and Chair”

Kath Laing (Library’s Development Coordinator) was elected unanimously to serve as Clerk to the Commission. Ed Adrian was elected unanimously to serve as Chair to the Commission.

Agenda item 2. Commission composition discussion was moved to point 10.5 as Councilor Siegel would be present at 12:45PM.

Agenda item 3. Approval minutes. There was no quorum at the previous meeting in November, thus no minutes to approve.

Agenda item 4. Approval agenda. No further changes were made to the agenda.

Agenda item 5. Public Forum. No public in attendance.

Agenda item 6. Director’s Report. Rubi highlighted upcoming capital improvements and the rescheduled Strategic Planning forums for February 9th. Commissioners confirmed participation in forums. Commissioners Adrian, Ireland, and Manock will attend the Community Leaders Breakfast forum and Commissioner McRae will attend the evening Community Forum.

Agenda item 7. Packet review. No time was needed to review the meeting documents.

Agenda item 8. Library Endowment Fund managed by VCF. The Agreement between the Vermont Community Foundation and the Fletcher Free Library was shared. Rubi would like to grow the Fund by reinvesting the annual distribution from the Fund. Rubi will negotiate this during budget development time with the City annually. Rubi would like to see that the purpose of the Fund be broader than ‘acquisitions of books and materials’. On initial conversation with VCF it would appear that it is feasible to amend the Agreement. Rubi and Kath to continue this conversation with VCF and report back to the Commission.

Agenda item 9. Strategic Plan Update. Should winter weather threaten the February 9th forums and Maureen Sullivan (consultant) be unable to arrive in Burlington, Rubi and Kath will hold the forums, using local facilitation.

Agenda item 10. Annual Appeal Update. Kath distributed a semi-final draft of the appeal flyer to the Commission. Positive comments we made. A couple of typos were pointed out. Drop date will be during the week of Feb 2nd. Major donor campaign to follow with the help of Commissioners.

Agenda item 10.5 (formerly Agenda item 2). Commission composition discussion. Councilor Siegel, Chair of the Charter Change Committee, shared the purpose of the Committee is to ensure the functional appointment of members to City Boards and Commissions and optimize the working of City Boards and Commissions. Councilor Siegel is interested in collecting information and opinions on the composition and appointment process for the Library Commission. Commission members shared their opinions around the appointment process for Library Commissioners and Trustees. Commissioner Adrian spoke to the need for more transparency and accountability in the Commissioner appointment process. Commissioner Ireland shared that he believed an independent voice (such as that of the Trustees) is necessary in a democratic political setting, but that he is aware that the self-perpetuating nature of the Trustee positions is not transparent. Commissioner McRae spoke about the need to identify skills gaps on the Board and bring people to the Board who fill these gaps. Three ways forward were identified: 1) leave the composition of the Commission as is; 2) dissolve the trustee model and move to have all Commissioners appointed through the City Council; 3) rework the appointment process for Trustee positions to bring more transparency to the process. It was discussed that any change would require a change to the City Charter and then to the Library Commission by-laws. Councilor Siegel commented that she would be retiring from the City Council and that if the Commission decided to move ahead with either option 2 or 3 above then she would attempt to this Commission improvement resolution moving in the Committee before her retirement. If not moving before her retirement then she would include it in a report to the Charter Change Committee. A vote was held and the Commission unanimously approved seeking a change to the Charter provision governing the composition of the Board of Library Commissioners as follows: "The Commission is interested in ensuring the appointment of Commissioners is equitable and transparent. The Commission proposes that all members of the Board (with the exception of the employee elected Commissioner and the Mayoral Designee) be appointed by the same process." It is the intention of the Commission that the implementation of this proposal dissolve the Trustee process for appointments/elections to the Library Commission.

Agenda item 11. Friends of FFL. Kath reported that she is working with the Friends on three different fronts that will improve their management structure, lightening the burden on the President, increasing outreach in the community and growing membership. The update in the meeting packet summarize the work ongoing. Ellen MacLellan, representative of the Friends who attends the Library Commission meeting, reported that she is very grateful for Kath spearheading this work as for a number of years they have been wanting to move in these directions but have not had the expertise to do so.

Agenda item 12. Policies. The Commission approved the Restroom Policy unanimously. The Social Media Policy was reviewed. Commissioner Adrian suggested the option of turning off the 'comment' capability of the Library's FB in order to avoid the need to monitor comments. The Social Media policy will be reviewed again by staff and brought to the next Commission meeting for voting.

Agenda item 13. Next meeting. The next meeting will be March 16.

The meeting was adjourned at 1:20PM.

Cate MacLachlan
56 Ledge Rd.
Burlington, VT 0541
802-864-3529 or 802-734-8768 (cell) catem1727@gmail.com

Profile:

- Local Business owner
- Domestic violence program director and social worker with 9+ years experience in systems change. Proven collaboration with state's attorneys, department of Children and Families, Department of Corrections, domestic violence advocates, intervention professionals and other cross discipline professionals to raise awareness about how to most effectively work with perpetrators of violence.
Experienced supervisor

Professional Experience:

Owner, Artemis Fitness 2012 - present
So. Burlington, VT
Developed and opened Artemis Fitness, a women only training facility focusing on strength training and overall fitness. Teach group and personal training sessions to women of all fitness levels. Manage all aspects of a small business.

Chittenden County Domestic and Sexual Violence Task Force 2010 - 2012
Chittenden County, VT
Multidisciplinary member organization working to address wide array of service users needs and support member agencies work toward best practices in working with survivors and perpetrators of domestic and sexual violence.

Coordinator
Facilitate and maintain the established coordinated community response to domestic and sexual violence with all member agencies. Facilitate ongoing community discussions.

Spectrum Youth and Family Services, Burlington, VT 2001 - 2009
Spectrum's Violence, Intervention & Prevention Programs: Vermont's largest batterer intervention program, with a budget of \$750,000 and serving over 500 men a year. VIPP's mission is to eliminate domestic violence and to promote safety, respect, and equality within relationships.

Co-Director

Managed VIPP's community based programs providing direct service to domestic violence perpetrators. Represented the perspective of working directly with perpetrators to Chittenden Country Domestic Violence Task Force, Statewide Coalition of Batterer's Intervention Programs, Governor's Council on Domestic Violence. Developed and maintained best practices in curriculum development and program delivery and was an active participant in the development of a statewide certification process for all batterer intervention programs in Vermont. Integrated administrative and financial structures to support and improve program's performance, cohesion, and overall effectiveness. Supervised a diverse staff in a variety of locations.

Chittenden County Coordinator

Provided direct service to perpetrators of domestic violence through individual interviews and group facilitation.

Education:

American Fitness and Aerobics Association, Personal Trainer certification 2012
Boston College, Master of Social Work 2001
Earlham College, BA in Peace and Global Studies 1994

Community Involvement:

Vermont Approach to Sexual Violence, Leadership Forum member 2005 - 2010
Governor's Council on Domestic Violence 2006 - 2012
ECHO Board Member 2012 -present
ECHO Board Vice Chair 2014 - present

LIBRARY BOARD of COMMISSIONERS MEETING
March 16, 2015

**Agenda
items**

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Strategic Plan update:

- 3 forums held February 9, collectively 92 people participated
- Good feedback from all 3 forums
- Identified a need for a more robust community engagement strategy
- Meeting next week to further develop community engagement strategy with a connected group people - Beth Truzansky, Maleka Clarke, Selene Colburn, Sara Giannoni, Infinite Culcleasure, Dawn Moskowitz, Jacob Bogre.
- Developing schedule for 03-05 community engagement. Open forums April 6th and May 20th (5:30 – 7:30pm) facilitated by Amy Howlett of the VT Dept of Libraries.
- Technology (Jessamyn West, mid-end April), Early Learning family sessions (Beth Truzansky, March/April), Social Services & Law Enforcement facilitated conversation, Teens, Education (BSD & indep. schools).
- Survey under development to be administered April.

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Annual Appeal update:

- Feedback on annual report / appeal flyer has been positive
- AAFY15 is steady. To date approx. \$6,000 just under 100 donations. Many 'archived' donors coming back. Some new donors too. Reminders required. End of March, end of April and end of May. Goal \$15k.
- Major donor campaign – goal \$25k. March-May 2015. See *Campaign Packet*.

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Friends management structure review update:

- Friends Board 2015:
 - President – Joan Conroy
 - Vice-President – Ellen McClellan
 - Immediate Past President & Secretary – Robin Twery
 - Treasurer – Ann Warington
 - Members at Large: Amanda Hannaford, Patty Levi, Kirsten McNeil and Lynne Lieb.
- MGV Associates will be providing accounting services to the Friends.



To: Fletcher Free Library Commission
From: Rubi Simon
Date: 3/16/15
RE: Monthly Department Head Report

What are the current Department goals

- In the process of working with key community members and staff on incorporating next phase of strategic planning sessions and survey
- Working with development coordinator, Kath Laing on launching major donor campaign

What are the current Department Challenges

- Staff has been working on revamping current website with limited resources

Updates on key initiatives

- Library was recently selected to host Smithsonian “Human Origins” exhibit in 2017. Press conference was held on March 12th with key partners and the Mayor’s office. Barbara Shatara and library director will be attending a training in Washington DC on March 19th and 20th
- Library director and financial assistant Deb Woolford are currently working with CAO’s office on FY16’s library budget
- Annual Appeal has gone out as well as the kickoff of the library’s digital appeal campaign
- Development coordinator Kath Laing and director have been working with the Friends (Library’s 501c3) in the process of hiring an accountant to oversee the 501c3’s finance as well as facilitate the grant application process for our development coordinator. The board has recently held elections this month. New members have been selected.
- The library has finalized its search for a new ILS and have gone through an extensive interview process with a total of 7 vendors. The library will be presenting to the BOF on the 19th for a request for approval of new contract
- Facility projects- The library’s main reading area has been repainted as well as all the stairwells, meeting rooms and conference rooms. The library is looking forward to having the next phase which will include repairing main reading room glass wall and replacement of carpeting in the main reading area
- Currently, development coordinator Kath Laing and youth services librarian Rebecca Goldberg have been finalizing planning for “Join the Jam” fundraising event. The event is to support and raise funds for the library’s Summer Free Lunch program.
- Staff is currently working with Chattanooga and BT to develop the Intercity Public Square project.

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, March 16, 2015 at 12:00PM in the Local History Room of the Library

In attendance: Ed Adrian (Chair), Kate Bouton, Mary Ellen Manock, Peter Ireland, Glenn McRae, Jessica Nordhaus, Peg Boyle-Single, Ellen MacLellan, Rubi Simon, Kath Laing (Clerk)

Apologies: Jill Krowinski

Agenda item 1. Approval minutes. The draft minutes from January 26, 2015 Commission meeting were approved unanimously.

Agenda item 2. Approval agenda. The agenda for the current meeting was approved unanimously.

Agenda item 3. Public Forum. No public forum was needed.

Agenda item 4. Packet review. No time was needed for packet review.

Agenda item 5. Director's Report. Director Simon clarified that the website revamping was temporary in order to highlight strategic plan, annual report and annual appeal. Director Simon expanded on the Intercity Public Square as a virtual public square in the public libraries in Chattanooga and Burlington supported by Gigabit connectivity and accessible to the communities in both cities. Plan are to use this high level streaming capability to share cultural and educational between the two cities on a monthly basis to start with. Chair Adrian commended the Library on the Exploring Human Origins press conference held in the Main Reading Room on March 12th.

Agenda item 6. Commission Development. Cate MacLachlan was introduced by Commissioner Adrian as a potential Trustee on the Library Commission. Mrs. MacLachlan spoke to the Commission about her professional background in social services, her current business endeavor and the connections she has built in the Burlington community over 20 years. She also spoke of her family's connection with the Library through her 8 year old daughter, her mother being a Librarian and her grandmother an author. As a Trustee, Mrs. MacLachlan's focus would be on further developing children's services at Fletcher Free. Commissioners McRae and Nordhaus and Director Simon spoke in favor of Cate MacLachlan's candidacy, highlighting her potential to contribute to the strategic planning process, development / fundraising and community outreach through her community connections and knowledge of current library context. Commissioners unanimously voted to recommend Cate MacLachlan as a Trustee. Trustee Ireland and Trustee Manock unanimously voted to invite Cate MacLachlan to join the Library Commission as a Trustee.

There is currently another Trustee vacancy on the Commission to fill. Commissioner Boyle-Single and Adrian's current terms end June 30, 2015. Commissioner Boyle-Single will not be seeking reappointment. Commissioner Adrian will be. Commissioners are to propose candidates to replace Commissioner Boyle-Single to Chair Adrian and Director prior to the next Commission meeting in May. Commissioner McRae mentioned the need to update the time of the regular Commission meetings on the City Hall website.

Agenda item 7. Strategic Plan. Director Simon summarized lessons learned from the three forums held on Feb 9th. A more robust community engagement strategy is being developed with a group of individuals engaged and active in diverse community organizations and networks. Maureen Sullivan is going to concentrate on staff development and providing input to the strategic plan documents and outputs. Open Community Forums are scheduled for 6 April (location to be announced) and 20 May (at FFL) – facilitated by Amy Howlett, VT Department of Libraries.

Agenda item 8. Annual Appeal. In the second week of February, the Library's Annual Appeal was sent out to 5,200 residences in Burlington, including the Library's list of close to 400 donors. Response has been steady although a bit slower than expected – close to \$6,000 to date. 92% of the appeal recipients are new potential donors to the Library. Reminders are scheduled to be sent out to recipients who have not donated at the end of March, end of April and end of May. We expect a further \$6,000-\$7,000 to come in from the general portion of our Annual Appeal. The 'major donor campaign' portion of our Annual Appeal was launched at the Library's Commission meeting this week, on March 16th. Our goal is to raise \$15,000 - \$20,000 from this campaign. The campaign runs through April and May. Development Coordinator, Kath Laing and Director Simon will work with Commissioners to execute this campaign.

Agenda item 9. Friends. Friends updated the Commission on their recent annual election. Board members for 2015 are as follows: President: Joan Conroy; Vice President: Ellen MacLellan; Treasurer: Ann Warrington; Immediate Past President / Secretary: Robin Twery; Members at Large: Amanda Hannaford, Kirsten McNeil, Lynne Lieb. The Friends have engaged accounting services. The Friends had an impressive fundraising year in 2014. The resource allocation process to the Library has been restructured. Efforts are being made with City Market to grant members credit for volunteering with the Friends. The reorganization of the Friends' management structure and governance mechanisms continues in coordination with Library staff.

Agenda item 10. New Business. The Commission currently does not have a Vice-Chair. Chair Adrian welcomes nominations from Commissioners for a vote at the next meeting.

Agenda item 11. Next meeting agenda items and date. The next meeting will be on 18 May 2015.

Agenda item 12. Executive Session {as needed}. No executive session was needed.

Agenda item 13. Adjournment. The meeting adjourned at 1:10pm.