



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

LIBRARY BOARD of COMMISSIONERS MEETING
3RD MONDAY OF EVERY OTHER MONTH @ NOON
FLETCHER FREE LIBRARY, LOCAL HISTORY ROOM

Schedule for 2015-2016 Fiscal Year is as follows:

September 21, 2015

November 16, 2015

January 2016 – *Date to be announced*

March 21, 2016

May 16, 2016

AGENDA

1. Approval minutes (*attached*)
2. Approval agenda (*attached*)
3. Public Forum
4. Time for review of meeting packet {as needed}
5. Welcome to Joan Conroy, President of Friends of FFL
6. Director's Report (*attached*)
7. Strategic Plan update
 - a. Community engagement results review
 - b. October 7 & 8 with Maureen Sullivan
8. Development plans discussion
 - a. FY16 annual appeal
 - b. Program sponsorship
9. Security update
10. Commission development
 - a. New Staff Commissioner
 - b. Jill Krowinski's position
11. Capital improvements update
12. Friends of Fletcher Free Library update – Ellen MacLellan, Vice-President of Friends
13. New Business
14. Next meeting agenda items and date
15. Executive Session {as needed}
16. Adjournment

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

Fletcher Free Library

To: Library Commission
From: Rubi Simon
Date: 9/17/15
RE: Director's Report

Report:

- The current big issue is security for staff. Have had several incidents in the last couple of months that have heightened the levels of stress amongst staff. I am engaged in the following discussions:
 - Meeting with HR, City Attorney's office, and Police Department to discuss current security/safety issues and concerns, and their impacts on staff. Staff morale is challenged at this time, as they try to balance workloads and safety concerns. Two EAP sessions have been held over the last month with staff to discuss a recent staff incident and security concerns. Several trainings have been implemented in the last 2 years and are ongoing. We are also, in process of scheduling training for staff on unlawful harassment.
 - A recent conversation with police on having police walkthroughs reinstated. Staff is also requesting a security guard.
 - In the process of having the computer center reviewed by a space planner in order to have staff desk more visible for safety concerns. This is scheduled to happen with carpet replacement in October.
- Upcoming facility projects:
 - Carpet installation of first floor is being scheduled for mid-October. Once dates are finalized a notice will go out to public informing closure of computer center and main reading room. Expected time of closure will be one week.
 - Skylights have been completed in both meeting rooms.
 - Carpentry work underway to repair water damage of skylight area.
- Rebrand and redesign website:
 - In discussion with potential pro-bono option for rebrand. RPF being developed.
 - Kath and Robert C. have begun conversations with CIO to ensure efforts are streamlined and amenable with city's vision for any future website changes as well as review of current e-Bibliofile newsletter.
- Teen Librarian update:
 - I have created a hiring committee to include youth staff, parks and rec staff, and a rep from State dept. of Libraries. HR received 57 applications and top ten applications have been selected for review. Will be coordinating interview schedule for September.
- Update on the development of an effective data management system
 - Library services and programming currently up to date and being managed by Kath Laing in Excel.
 - Meetings with Kath Laing and Beth Anderson have been helpful to steer future data management efforts. Looking into Socrata for Fletcher Free use. Demo scheduled for Sept 29.
- Annual Friends book sale from Sept 13th-Sept 20th
- Barbara Shatara has started working with partners on planning Smithsonian travelling exhibit "Exploring Human Origins" programming.

LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

Monday, September 21, 2015 at 12:00PM in the Local History Room of the Library

In attendance: Ed Adrian (Chair), Peter Ireland, Glenn McRae, Cate MacLachlan, Allyson Laackman, Mary Ellen Manock, Jessica Nordhaus, Ellen MacLellan, Joan Conroy, Rubi Simon, Kath Laing (Clerk),

Agenda item 1. Approval minutes. The draft minutes from July 20, 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. Chairman Adrian welcomed Joan Conroy, President of the Friends of Fletcher Free Library to the meeting.

Agenda item 6. Director's Report.

- Director Simon highlighted security issues that have been increasingly affecting Library staff and service provision over recent months. Director Simon is in discussion with the City around hiring a public safety officer for a trial period as well as reinstating police walk-throughs. Currently the Library is soliciting quotes from security companies for a public safety officer. The Commission discussed alternate ways to manage security issues. Director Simon outlined a City Council resolution under development to allow for administrative appeals to trespasses. The appeal process under development would require the formation of a 3-member panel of the Commission. More information will be available on this as it progresses.
- Chair Adrian requested an update on website redesign plans. Director Simon shared that the Library is keen to rebrand prior to redesigning the website. Currently working with the City CIO to align efforts. Developing an RFP for rebranding efforts.
- Commissioner MacLachlan asked about the teen librarian recruitment process. Selection Committee has been formed from staff, Department of Libraries, Parks and Rec. 56 applications received, the top 13-15 screened by Director Simon and HR are currently being reduced to top 6-10 applicants.

Agenda item 7. Strategic Plan Update.

- Maureen Sullivan, Strategic Planning consultant, will be in Burlington October 7th and 8th. Facilitating a sessions with staff, Commission and Steering Committee. The hope is to have the strategic focus areas and their objectives finalized during these sessions.

Agenda item 8. Development Update.

- Currently preparing for Annual Appeal FY16. Planning to revamp the Library's newsletter – Bibliofile – and circulate first redesigned edition as part of the appeal, largely as a summary of FY15 activities and outcomes. Library will use the Voters' List from Nov 2015 for the

appeal, along with the active library donor list, the Friends list, and Library's e-marketing lists from GovDelivery.

- Commissioner McRae commented on how these efforts are long term building blocks helping the Library build a base of support in the community for the future.

Agenda item 9. Security Update. This agenda item was discussed in Agenda item 6.

Agenda item 10. Commission Development.

- New Staff Commissioner is Megan Butterfield. She will be at the November meeting.
- With Jill Krowinski's resignation the Commission has a vacant position as well as a vacant Trustee position. Chair Adrian urged all Commissioners to think about potential candidates for both positions. Strategically thinking about skill sets and areas of the community that will feature prominently in the strategic plan.

Agenda item 10. Capital Improvements. Significant capital improvements have been carried out: HVAC, lighting, glass wall, skylights. New carpeting to come. Redesign of computer center and Technical Services office space to come.

Agenda item 12. Friends of Fletcher Free Library update - Ellen MacLellan, Vice-President of Friends, shared revenue from July/August was close to \$5000 (approximately half from Book Stall sales and the remainder from donations/memberships). The September Book Sale made approximately \$9000. A big thank you to Robin Twery who is dedicated to organizing the book sale. Funding provided to the Library in July/August was nearly \$800 for programs and youth services, outreach and organizational support. In response to Commissioner McRae's inquiry from July meeting regarding the total funding provided to the Library from July 2014 to June 2015 over \$13,000. Recently the allocation to the library for the period January 2015 – June 2016 (under the newly adopted resource allocation process) was increased from \$20,000 to \$25,000 to make up for a shortfall in a Summer Reading Program grant. Ongoing efforts develop a calendar for Friends activities, organize Friends' "office" and work space, supply books to the Burlington Food Shelf and develop an EBay account to sell donated books.

Agenda item 14. New Business. Commissioner McRae raised the Commission meeting time at noon as posing some difficulties for him, proposing a move to an afternoon or evening when the Library is open (Tuesday or Wednesday). Commissioner MacLachlan commented that evenings could be difficult for parents, suggesting earlier in the morning. Chair Adrian proposed keeping Monday noon as the current meeting time, keeping the proposals made on the table for further discussion.

Agenda item 15. Next meeting agenda items and date. November 16, 2015.

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

Agenda item 13. Adjournment. The meeting adjourned at 1:15pm.