



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

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

*Schedule for 2015-2016 Fiscal Year is as follows:*

**November 16, 2015**

January 2016 – *Date to be announced*

March 21, 2016

May 16, 2016

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**AGENDA**

1. Approval minutes (*attached*)
2. Approval agenda (*attached*)
3. Public Forum
4. Time for review of meeting packet {as needed}
5. Welcome to Megan Butterfield, Staff Commissioner
6. Director's Report (*attached*)
7. Strategic Plan draft (*attached*) – discussion focused on the following:
  - a. Overall impression if draft.
  - b. Suggestions to improve readability.
  - c. Is there anything you would change?
  - d. Is there anything missing?
  - e. Suggestions regarding design of final document (how do you envision it looking?).
8. Board subcommittees assignments
9. Appeals panel process
10. FY17 Budget draft and process update (*attached*)
11. Friends of Fletcher Free Library update – Ellen MacLellan, Vice-President of Friends
12. New Business
13. Next meeting agenda items and date
14. Executive Session {as needed}
15. Adjournment

## LIBRARY BOARD OF COMMISSIONERS MEETING MINUTES

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

**In attendance:** Ed Adrian (Chair), Glenn McRae, Cate MacLachlan, Allyson Laackman, Mary Ellen Manock, Jessica Nordhaus, Ellen MacLellan, Rubi Simon, Robert Coleburn, Kath Laing (Clerk)

**Agenda item 1. Approval minutes.** The draft minutes from September 21, 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 welcomes Megan Butterfield, the new Staff Commissioner.

**Agenda item 6. Director's Report.** Director Simon commented on the positive effect the security guard has had on operations in the library. She also highlighted the new carpeting in the Main Reading Room and Circulation Desk area. Director Simon shared with the Commission that she will be taking a 6-8 week medical leave. She is currently scheduling this and will update the commission when dates are firmed up. While she is away, Robert Coleburn – FFL's Technology and Reference Librarian – will be acting Library Director.

**Agenda item 7. Strategic Plan draft.** Commissioners and Trustees provided constructive input and feedback around the draft. Comments and suggestions will be incorporated into another draft which would be distributed to the Commission for feedback to Director Simon and Kath Laing by December 1st.

**Agenda item 8. Appeals panel process.** Chairman Adrian summarized the newly constituted appeals panel process: a resolution was passed to allow the City Attorney's office and the Library Commission to have an appeal hearing for people who have been trespassed from the library. Commissioners discussed the expertise that is required to run such an appeals hearing. Currently, as Chairman Adrian, is a practicing lawyer the expertise exist on the Commission.

**Agenda item 9. FY17 Budget draft and process update.** Commissioners seek further information on line items. Would like to have a separate budget meeting. Meeting was scheduled for December 7<sup>th</sup> at noon at the Library.

**Agenda item 10. Friends of Fletcher Free Library update** - Ellen MacLellan, Vice-President of Friends, shared revenue for October was \$1000 including \$750 from Book Stall. Total balance as of 11/1/15 is \$78,799.40. Primary efforts of the Friends currently include: managing book donations, removing and reinstalling Book Stall due to carpeting installation, and preparing for Holiday Book Sale on December 5- 6. President and Secretary attended Vermont State Library meeting on November 7 in Burlington.

**Agenda item 14. New Business.** No new business.

**Agenda item 15. Next meeting agenda items and date.** January 11<sup>th</sup> at noon in the Local History Room of the Library.

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

**Agenda item 13. Adjournment.** The meeting adjourned at 1:35pm.