

LIBRARY BOARD OF COMMISSIONERS

Thursday, June 21, 2012, 5:15 pm
Local History Room

In attendance:

Christine Webb, Emer Feeney, Mary Ellen Manock, Anne Nixon, Barbara Shatara, Rachel Van Vliet, Robert Coleburn, Robert Resnik, Eric Lindstrom, Dan Balon, Peter Ireland.

***Amber came to the beginning of the meeting to say her farewells as she is retiring from the FFL. She will be greatly missed! She will be honored at the City Council meeting on Monday June 25, 2012 at 7 PM. Best of luck, Amber!*

1. Agenda & Notice of Warning

2. Minutes:

- Minutes were taken, but have not been distributed and therefore not approved

3. Public Comment:

- Peter is reserving public comment for our later conversation on the new director job advertisement

4. President's Report:

- The Mayor's office's response to memo on directorship:
 - It was an overall positive response
 - They authorized the search
 - They asked the board to write the job description
 - We have support from mayor's office
 - We need to advertise for the job with no additional money
- Budget
 - The budget makes it difficult to have an assistant director position
 - Should we lower the director's salary?
 - The director's salary may be a point of contention in the future
 - Compared to other city director's salaries, library's is the lowest paid
 - As a whole, library jobs are paid less than other city jobs
 - Should we ask for a half cent tax for library staffing?
 - There is no money left for this year, yet the director search must happen this year
 - Fortunately Robert C and Robert R are keeping the helm at the library for now
 - HR head will help with tasks that need to be done by non union staff
 - HR had can appoint people to a search committee
 - Eric will compile a suggested search committee
 - We should suggest the mayor do a final interview as well as have an appointee on the search committee
 - Robert Resnik will consult with someone from the Bailey Howe Library about search committees for library directors

- Perhaps the mayoral appointee for the search committee could be someone from HR
- Suggested search committee: Robert Coleburn, Robert Resnik, Toni Taginski, Christine Webb, Dan Balon, Eric Lindstrom, and the mayoral appointee

5. New Director Job Advertisement:

- Drafts
 - The draft job advertisement material came from leftover material from the memo given to Miro
 - The memo committee (Dan, Eric, Peg, Peter, Emer) looked at job descriptions from around the country (including Montpelier's recent one)
 - Christine and Emer created drafts based on Eric's draft
- Salary
 - Should we do the range of \$75,000-90,000 or \$75,000-85,000?
 - Amber's current salary is about \$78,000
 - The highest city head makes about \$120,000
 - The lowest city head makes about \$76,000
 - The median is about \$90,000
- Suggestions for report
 - Add number of volunteer hours, information about building, hours/days open
 - We want to make a straightforward/abbreviated version AND a have a supplemental, longer description available upon request
 - Qualifications: managerial experience, MLS, librarian
 - Have different categories: required/recommended/desired traits
- Concerns
 - If candidate is so experienced, will he/she be innovative?
 - Concerns were raised about posting a salary because it will detract candidates
- Follow-Up
 - We will look at last Burlington department head job advertisement for ideas
 - Eric will communicate with mayor's office tomorrow, we will complete this by Monday or Tuesday
 - Eric will ask HR about transportation and moving expenses as well as checking about qualifications, benefits, negotiable vacation time- (can we simply say "generous benefits"?)
 - Eric will communicate with HR to figure out how much we can do in the interview process while Amber is still here

6. Expired terms on 6/30/12: Feeney, Lindstrom, Balon, Dubie (graduation), Kranichfeld (filled out Gavin's term)

- Eric Lindstrom-will stay on
- Emer Feeney- would like to continue on board; will go in front of Labor management
- Dan Balon- will stay on
- Kaya Dubie- graduating; Mayor will appoint a new youth board member in consultation with Rebecca Goldberg, youth librarian *Rachel Van Vliet will take on the position of secretary, formerly Kaya's position
- Ollie Kranichfeld- not in attendance at meeting; Eric will contact him to see if he is interested in staying on

- Peter Ireland is interested in joining the board
- At large position is vacant

7. Co-Directors' Report:

- FFL now has a Shelburne Museum Pass and is working on a VT History Museum Pass.
- After 45 years of service to the library, Amber's last day of work will be on June 27th.
- Steve Roy, Project Engineer for the Burlington Dept. of Public Works, received approval from the Board of Finance on the entranceway construction project.
- The SuperStore will begin installing A/V equipment in the meeting rooms this month. Here's the schedule of installation: Pickering Room June 22nd – 25th, Fletcher Room July 20th – 23rd, and Community Room July 27th – 30th.
- The Fletcher Free Library has been selected by the Vermont Department of Libraries to place videoconferencing equipment in the Library.
- The Library signed an agreement with ProQuest to add 25,000(!) ebooks to our collection.
- Ten new tables were installed on the mezzanine and 2nd floors of the new wing.
- The Library's annual Summer Reading Program for children started Monday, June 18! This is a seven-week program that encourages kids to read during school break so they don't lose their reading skills over the summer. Last year 1,300 children participated in the SRP.
- Rebecca and Barbara were presenters at the annual Vermont Library Association Conference held at Saint Michael's College, on a panel – "English Language Learners and Homeschoolers at the Library."

8. Staff Commissioner's Report:

- Nga is our new cataloging assistant
- Several staff members are taking classes for training on a new financial system program the FFL will be using
- A patron returned a book after 51 years and there was press coverage about this. He made a generous donation after the return (and minimal late fee).

9. Committee Reports:

- Diversity committee met- FFL will be doing Americorps again most likely
- Development committee met with Ashley, formalized her contract

10. Friends of the Library Report:

- June Book Sale made about \$1400; Books, CDs, VHS tapes, and plants were sold
- Friends were pleased to make a donation of \$75 for Shelburne Museum Pass

11. Actions to be taken

- Dan will help with hiring
- Eric will talk with Mayor/HR about job description and finalize

12. Adjournment