

MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES

April 5, 2011

6:30 p.m. at the Library

Agenda

Call to order

New Trustee Orientation & Hiring Tips w/Rob Geiszler from VT DOL

Public Forum

Minutes from March-Ratify votes taken

Librarian's Report

Treasurer's Report

Old Business

- Gnessin donation update (Shelley & Jen)
- VLA Calendar Project Update
- Library Reservation Software
- General Policies
- Trustee Bylaws
- Librarian Search Process

New Business

Adjournment

Milton Library Trustee Meeting Minutes  
Tuesday, April 5, 2011

Meeting called to order at 6:30 p.m.

Meeting began with a tour of the new library space that is currently under construction.

**Attendance**

Jeanette Cavanaugh, Jen Dooley, Kathy Dulac, Elizabeth Howell, Gail, Tracey Hempstead, Shelly Hitchcox, Emily Williams, Rob Geiszler from the Vermont Department of Libraries

**New Trustee Orientation and Hiring Tips from Rob Geiszler**

Library development consultant, librarian in Florida, worked in a big library. Seminole, Ellis County, outside of St. Petersburg. Town population was 5500 in 1955. Rob has learned that “if you build it, they will come.” Asking people what they want doesn’t seem to help, people don’t tend to know the answer, but when you increase the library presence, the foot traffic increases.

Responsibility of Library Trustees:

22 VSA 143 – The board shall consist of not less than five trustees who shall have power to manage the public library, make bylaws, elect officers, establish a library policy and receive, control and manage property which shall come into the hands of the municipality.

Manage the library

    Librarian responsibilities

    Trustees responsibilities

Rob has been working with three different library trustee groups that have run into trouble due to micromanaging the library.

What are the major Trustee responsibilities?

Liaison with the town, set policy, finances, advocacy.

Make bylaws – your constitution – these are the major pieces that go into them:

    What is your purpose (mission statement)- real purpose is so that when someone comes and asks you why you don’t do X, Y or Z – you can say it’s not in our mission statement – allows you to say “We don’t do that.”

    Membership and terms of office

    Officers

    Meetings

    Quorum

    Amendment

Establish policy – your “statutes”

    Goals and priorities

    Operations

    Personnel

    Collection development – need to have a policy so that if someone complains about a particular piece in the collection you have a policy that serves as a way to defend the library.

    Confidentiality

    Intellectual freedom – probably the biggest one, track the ALA policies

    Non-discrimination – do we meet ADA requirements, etc.

Deal with property – we are deep into this, what happens when a bequest comes, how is that handled, do you have a policy that deals with gifts, bequests, donations- dealing with donations that you don't want. (call Emily ☺ ).

Appointing a director – page 24, VLA job list is a good place to post jobs, librarians are very technically proficient.

The hiring process

The evaluation process –Use the town form

Open Meeting Law

1 VSA 310 et. Seq. All meetings of a public body are declared to be open to the public at all times, except as provided in section 313 of this title.

Need to take notes of the meetings. Need to be open to the public at all times. The votes, the motions that were made, etc.

What are executive sessions?

When we are going to exclude the public from a particular deliberation. For example, we are considering a challenge to a book – can you go into ES for that? NO. There are very specific reasons to go into executive sessions.

1-Contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions or prosecutions by the state, where premature general public knowledge would clearly place the state, municipality, other public body, or person involved at a substantial disadvantage.

2 – The negotiating or securing of real estate purchase options.

3 – The appointment or employment or evaluation of a public officer or employee.

4 – A disciplinary or dismissal action against a public officer or employee; but nothing in this subsection shall be construed to impair the right of such officer or employee to a public hearing if formal charges are brought.

5 – A clear and imminent peril to the public safety.

Special Meetings 1 VSA 312 (C ) (2) – 24 hours notice (in or near Town Clerks' office)

Emergency Meetings 1 VSA 312 (c ) (3) – notice ASAP

Remember to WARN, if possible.

Public Records Law 1 VSA 315 et. Seq. especially 1 VSA 316

- (a) Any person may inspect or copy any public record or document of a public agency, on any day other than a Saturday, Sunday, or a legal holiday, between the hours of nine o'clock and twelve o'clock in the forenoon and between one o'clock and four o'clock in the afternoon.

What are the records? Meeting minutes. Contracts. Receipts, bills that come to the library.

Minutes of the meetings:

(a) All members of the public body present

(b) All other active participants in the meeting

(c ) All motions, proposals and resolutions made, offered and considered, and what disposition is made of same; and

(d) The result of an votes, with a record of the individual vote of each member if a roll call is taken.

Draft available – five days after the meeting which comes from the Open Meeting Law, 312 (b) (2)

Correspondence

Emails should be included as well.

Resumes are part of the public record. Anyone can come in and ask to see the resumes. Should they be shredded after the fact? He doesn't know the answer. Check with the secretary of state. Should you keep them for FOYA? There must be a time frame for keeping the information? Vermont League of Cities and Towns should also have answers to these types of questions.

Who is the custodian of the records? There should be a formal declaration of that.

Other responsibilities:

Advocacy – Going to the select board meetings, talking to people around town about the library.

Budgeting & finances – keeping good records, being aware of where your library stands, having a good accounting system, getting a monthly report from the librarian.

Fundraising – This is a Trustee duty even if you are getting money from the Town. Fundraising activities are the responsibility of the trustees. Interface with Friends group.

Planning – Workshops at DOL that deal with planning.

Attendance – Important to attend meeting. A provision exists in three other towns where there is a bylaw that if a trustee has two unexcused absences he or she can be removed.

Conflict of interest – IRS requires 5013s to have a clearly stated conflict of interest policy.

Our policy is perfect, Rob stated that DOL is looking at using it for the next update of the trustee manual.

The Association of Library Trustees, Advocates Friends and Foundations (ALTAFF) – lots of resources available to help library trustees.

Vermont Library Trustees Association – there is a spring conference.

Join the Vermont Library Trustee Listserv. Email [jeremiah.kellogg@state.vt.us](mailto:jeremiah.kellogg@state.vt.us)

In the subject of the message please include “Library Trustee Listserv,” and in the body of the email include:  
-your name, name of library and town you are affiliated with, your role on the board, home address and contact phone number.

How to get in touch with Rob Geiszler

802-786-3839

[rob.geiszler@state.vt.us](mailto:rob.geiszler@state.vt.us)

## **Old Business**

Gnessin Donation Update

Jen, Kathy, Fran, Shelley, Emily went to the Select Board on March 5, 2011, to present information on the Gnessin donation. Jen stated that the donation and plaque request was discussed. The Select Board was receptive. They approved Mr. Gnessin's plaque and donation.

The Select Board expressed concern that this would open the door for memorials all over the library. They charged the library trustees with finding a big picture solution to public acknowledgement of donations. They suggested a “memorial tree.” This is the approach that FAHC has taken.

Trustees need to develop a policy on public acknowledgement of donations and set a donation bar. Shelley

suggests working with a local artist- Bill Kaigle was suggested. Perhaps include copper work leaves created by David Derner, so that there is a 3-D piece of art to commemorate donations to the library. We will have to come up with a policy, a design and then receive approval from the Select Board.

How are smaller donations acknowledged? Thank-you notes are always sent. Many people aren't concerned with public acknowledgements for their donations. They get a tax deduction.

Do Trustees want to design something or do we want to have a committee of people who get involved to talk to artists, get the project moving forward? Jen's preference is to delegate. Brian asked Fran at the last staff meeting about how we were planning to handle it.

There was a discussion regarding who is currently the head of the Milton Artist Guild. The Friends would likely pay for the "leaves." The tree would be installed with the leaves. Individual leaves would not be engraved until donations were made.

Tracey made a motion to form a committee to look into creating a giving tree. Elizabeth seconds. All in favor. None opposed. Motion passes. Tracey volunteered to be the Trustee member on the committee. Shelley and Emily from the Friends of the Library will be on the committee. Kathy will check to see if Mary Beth Peterson wants to be on this committee too. It will be called "The Giving Tree committee."

Shelley reviewed with us choices for the Gnessin plaque from Vermont Trophy and Engraving. Shelley will have Vermont Trophy and Engraving make a mock-up and have it reviewed by the Select Board.

Shelley asked about having a presentation of the plaque, a public unveiling of the plaque, perhaps at the end of June. Yes, something will be planned, Kathy reported and she will work with the Friends to plan and schedule it.

### **Review of Meeting Minutes from March Meeting and Ratification of Last Month's Votes**

Fran gave edits to Tracey. Gail made a motion to ratify the votes that were taken at the March meeting. Jeannette seconds. All in favor. Motion passes. Jen made a motion to accept the March 2 minutes with changes. Elizabeth seconds. All in favor. Motion passes.

### **Librarian's Report**

April 5, 2011

#### STATISTICS:

Circulation:	Feb. '10	5406
	'11	3636 (closed 5 days)
	Mar. '10	5685
	'11	2888 (closed 14 days)
New cards issued:		1960
Processed Materials:	Feb. '11	263
	Mar. '11	203
Computer Use:	Feb. '10	7 (Word Processing) ; 415 (Internet);19 (Children's) =441
	'11	0 (Word Processing); 315 (Internet); 43 Children's)=358

Mar. '10 0 (Word Processing); 572 (Internet); 7 (Children's)=579  
'11 0 (Word Processing); 272 (Interest); 6 (Children's)=278

Fran reported that everyone has settled into the temporary quarters after re-opening on Mar. 14<sup>th</sup>. The library was closed for 14 days. Available to the public are 3 Internet and 1 catalog computers. Staff has 2 available computers at the circulation desk.

Target date to move back into the library is the end of the first week of May if all goes well. They are collecting names of volunteers of people willing to help.

Dustin and Fran will be working on a Request for Proposal (RFP) for new library furniture. Seating areas will be in the adult sections and the J/YA section.

Fran reported that everyone is trying to carry on business as usual in a space-challenged area.

Fran passed out a sample of a public meeting room policy, meeting room reservation requirements/responsibilities of applicant. Each trustee will review the policy draft and it will be discussed at the next meeting.

### **VLA Calendar project update**

Last VLA Calendar Update from Marti Fiske was received on Feb. 23<sup>rd</sup>. Our library was not chosen as one of the 14 libraries (one per county) to be showcased in the December 2011 through January 2013 calendar.

### **Treasurer's Report**

Treasurer's report tabled.

### **Old Business**

Discussion of officer positions. Tracey made a motion to keep Elizabeth Howell in the position of secretary. Jen second. All in favor. Motion passes. Gail made a motion to keep Jeannette as treasurer. Jen seconds. All in favor. Motion passes. Discussion of vice chair position. Jen made a motion to not elect a vice chair. Elizabeth seconds. All in favor. Motion passes.

### **Library Reservation Software**

Tabled. To be addressed by the next librarian.

### **General Policies/Trustee Bylaws**

Trustee bylaws and general policies tabled until the hiring process has been determined.

### **Librarian Search Process**

Attach Fran's letter of retirement to the April meeting minutes.

The concept of how to review the resumes was discussed. The concern was expressed that too many resumes will be received and that each trustee may not be able to review each resume. Elizabeth offered to do initial screening of resumes if the process is deemed too burdensome to be completed by the entire group of trustees.

Jen recommended that the trustees create a committee for the purpose of hiring a new library director. Hiring committee to include: trustees, Friends of Library members, employees of the library, and people from the town. Elizabeth suggested that trying to include someone from the town at this point was premature and that

there was plenty of expertise within the existing pool of people to do the initial screening and interviewing. Jen disagreed and said that the general public had a right to be part of the process from the very beginning. Discussion ensued about the best way to find a candidate from the public and the value of including the public.

Elizabeth suggested that it may be more beneficial to bring someone in from the public later in the process after the candidates were down to two or three.

No decision was made to proceed one way or the other.

Elizabeth passed around sample Library Director job description pulled from the American Library Associations (ALA) website.

Discussion about where to post the job description. Jen shared that the VLA website job listings are free. Consensus that job description would be posted on the VLA site.

Fran recommended fleshing out the job description and getting it out quickly in order to get the process started. The short time frame was discussed. Jen discussed that she envisioned a broad overview for the process. Have to do the following:

- Create a written job description
- Create an ad
- Decide where it will be placed
- Decide if there will be a hiring committee and if so who will be on it

### **New Business**

Jeannette recommended that a gift be given to departing trustee chair Heather Sheehan. It was agreed that each trustee will donate personal funds to purchase a Barnes & Noble gift card for Heather.

Next meeting: Tuesday, April 12 at 6:30 p.m.

Meeting adjourned at 9:35 p.m.

Written and submitted by Elizabeth Howell, secretary  
Re-submitted with edits 5/11/11