

VERMONT BOARD OF LIBRARIES

MINUTES OF MEETING - DRAFT

August 23, 2022

10:00 a.m. – 12:22 p.m.

Meeting Conducted Virtually via Microsoft Teams

Board Members in Attendance: Tom Frank (Chair), Maxie Ewins (Vice Chair), Adriene Katz, Linda Saarnijoki, Deb Granquist, Bruce Post, James Saunders, Catherine Delneo (Secretary)

Others Present: Janette Shaffer (VTLIB), Tom McMurdo (VTLIB), April Shaw (VTLIB), Joshua Muse (VTLIB), Jessie Dall (VTLIB)

Call to Order [00:01:27]: Chair Tom Frank called the meeting to order at 10:02 am.

Roll Call: Chair Tom Frank took roll call. No members of the public were present.

Changes to Agenda: [00:01:30]: No changes to the agenda were proposed.

Public to Be Heard: No public comments as no members of the public were in attendance.

Approval of Minutes of Board Meeting from July 12, 2022 [00:02:20]:

Linda Saarnijoki moved to approve the minutes from the July 12, 2022, meeting which was seconded by Maxie Ewins.

Adriene Katz proposed a correction to the minutes in the brief discussion of the State Librarian's July report to remove superfluous detail from the conversation around historic site and state park passes. The following details were removed from the minutes as being superfluous: "...separately if one of the passes is late. Cathy thanked her for her comments and noted that Department staff were present and heard her feedback. She encouraged Adriene to reach out to Department staff directly with her ideas or concerns."

All in favor with none opposed. Bruce Post abstained due to being absent at the July 12th board meeting. Motion passes.

Geographic Naming Policy [00:04:40]:

Catherine gave an overview [00:05:34] regarding the Geographic Names Procedure:

In learning about the Board of Libraries' Geographic Naming process, and about the steps that Department of Libraries staff have historically taken to support the Board in this work, it seemed like it would be a good idea to update the Board's procedures around Geographic Naming in Vermont.

The first goal for the revisions is to provide members of the public with a clear understanding of the steps they must take to initiate a Geographic Names request, the elements that they can incorporate to strengthen their petition, and the way their petition will be considered by the Board of Libraries.

The second goal for the revisions is to clarify the roles and responsibilities around geographic naming in Vermont. Specifically,

- it is the role of the petitioner to conduct research in support of their naming request and to make their case to the Board of Libraries,
- it is the role of the Board of Libraries to make naming decisions consistent with state statute (<https://legislature.vermont.gov/statutes/section/10/009/00154>),
- it is the role of the State Librarian and the Department of Libraries to support the Board of Libraries in their work.

The third and final goal of the revisions is that the Board have one procedure document for use by the petitioner and the Board in this work. This follows the model used for procedure documents elsewhere in State government and is similar to the U.S. Board on Geographic Names' Principles, Policies, and Procedures: Domestic Geographic Names document.

(https://www.georgiaarchives.org/assets/documents/USGBN_policies17.pdf)

The hope is that the revised procedure will help petitioners know what to expect throughout the geographic naming process, which will demystify the process and increase Vermonters' access to this government process. An initial proposal for revision to the Geographic Names Procedure was brought to the board at the July meeting.

Since that time, Catherine heard from individual members of the board who shared ideas for improving that revision, which were appreciated. Based on input from Board members and from members of the team at the Department of Libraries, Catherine was bringing forward a revised Geographic Names Procedure proposal for review by the Board today with the possible action of approval.

With no questions or comments, discussion moved into editing the Geographic Names Procedure document. [00:15:51 to 02:00:00]

During the discussion, the following changes were agreed upon for the following sections:

Preamble [00:20:49]:

Moving XVII and XVII (misnumbered-should be XVIII) to the top of the document so that individuals were referred to the appropriate bodies if seeking to name or rename city streets, town roads, state roads, highways, bridges, or other transportation-related entities.

A linguistic change from “per” in the preamble to “according to”.

Submitting a geographic naming petition for consideration by the Board [00:29:00]

A rewording of the opening paragraph under the header: Submitting a geographic naming petition for consideration by the Board

To initiate consideration of a new name or a name change of a Vermont geographic location by the Board of Libraries, a geographic naming petition signed by not less than twenty-five interested persons must be submitted to the Board. One individual must serve as the contact person for the petitioners (the Petitioner).

Title of U.S. Board on Geographic Names (USBGN) corrected, replacing “of” with “on” where needed.

The passive voice was removed from subsequent paragraphs. “The Board encourages...” is added to the seventh paragraph of the document.

The ninth paragraph is amended to reflect the Board’s wish for the petitioner to seek outside advice and counsel regarding their naming petition. Using similar language to USBGN guidance, the paragraph is amended to read: “Because local use and acceptance is important the board strongly encourages the petitioner...”

Bullet point one was edited to read, “Federal, State, or local (municipal or county) agencies and governing bodies,”

It was noted that the public record section of the procedures document corresponds to similar phrasing in USBGN document. The Board has a goal of posting petitions on their website in advance of discussion of Naming Petitions at their meetings so that the public can more fully participate in the Board’s meetings.

In the paragraph starting, “geographic name requests initiated...” the wording was amended to read: “...complete documentation (as described above) for consideration by the Board as described above.”

Consideration of geographic names petitions by the Board [01:26:14]

Under VII, struck United States Board on Geographic Names and left in the acronym for that agency, which had been introduced earlier in the document.

Reworded XII to increase clarity around the petitioner’s timeline for responding to requests from the Board for additional information to support the petition. “If no response is received within 90-days of the initial request, a final 30-day notice will be sent.”

Under XV, regarding notifying entities of the Board’s naming decision, edits were made as follows:

- A. Petitioner
- B. Clerk of municipality/municipalities where feature is located
- J. Office of Legislative Counsel
- L. United States, Board on Geographic Names (USBGN)
- M. Secretary, Agency of Transportation
- W. Green Mountain Hiking Club

Under XV, regarding notifying entities of the Board’s naming decision, additions were made as follows:

- X. State Historic Preservation Officer
- Y. Section Chief for State Historic Sites

Grammatical corrections to XVI “The Board will recommend to the USBGN that it not make official for use in or on any Federal publication any new name or name change for a Vermont geographic feature that has not yet come to the Vermont Board of Libraries for consideration and a decision.”

All roman numerals were corrected to read in the correct cardinal order.

Motion to approve the changes to the Geographic Names Procedure document. [02:03:00]

Deb Granquist made a motion to approve the Geographic Name procedures and Bruce Post seconded.

All in favor with none opposed and no abstentions. The motion passes with a unanimous vote.

State Librarian Report and Discussion [02:05:08]

Catherine noted Jessie Dall's arrival as Executive Assistant and the Department's posting for the newly reclassified Library Communications Administrative Coordinator, which includes elevated communications support for the department. Catherine also shared a report on the Working Group and provided a brief update on the July meeting of the Working Group on the Status of Libraries in Vermont on the topic of staffing.

Members of the Board were pleased with the work that the Working Group is undertaking and are glad to see that more support for librarians and their communities is essential and necessary. Support is also necessary for the Department of Libraries; keeping track of what needs the library cannot meet could be used for asking for more legislative support. Catherine noted the Department of Libraries is working on strategic planning to help meet all the Department's goals.

Closing [02:22:05]: Tom confirmed that the next regular meeting of the Board of Libraries will be held on Tuesday, October 12, 2022, from 10 am-12 pm.

Adjournment: The meeting adjourned at 12:25. pm.

Respectfully submitted,

Catherine Delneo, Secretary of the Board

Time stamp to reflect [Hours: Minutes; Seconds] in the meeting recording.