

Working Group on the Status of Libraries in Vermont

Topic: Technology

Friday, May 20, from 9 am to 3 pm

Meeting Minutes

Approved, July 22, 2022

Working Group members present: Meg Allison, Maria Avery, Jeannette Bair, Catherine Delneo, Denise Hersey, Christopher Kaufman Ilstrup, Kelly McCagg, Karen McCalla, Wendy Sharkey

Testimonials: Howard Burrows, Bree Drapa, Rob Fish, Susanna Kahn, Wendy Hysko, Karen McCalla, Joshua Muse, Kate Owen, Jacob Pelletier, Jessamyn West

VTLIB staff members: April Shaw, Josh Muse, Janette Shaffer, Joy Worland

I. Call to Order

Action: Meeting called to order at 9:05 am.

II. Changes to the Agenda

Catherine Delneo welcomed everyone and clarified the planned agenda. Catherine asked for a motion to amend the planned agenda with added testimony from the Vermont Humanities Council representative Jacob Pelletier.

Motion made by Kelly McCagg to amend the agenda. The motion was seconded by Wendy Sharkey. All in favor with none opposed. The motion passes.

III. Public Comment [00:07:45]

The meeting was then opened for public comment. Howard Burrows offered comments. Jeannette Bair responded to Howard Burrows comments. Catherine thanked Howard for his comments.

IV. Approval of Minutes & Housekeeping [00:16:24]

Catherine moved into the next business portion of the meeting, which was the approval of past meeting minutes.

Motion made by Kelly McCagg to approve the minutes from the November 21, 2021 meeting. The motion was seconded by Wendy Sharkey. All in favor with none opposed. The motion passes.

Motion made by Kelly McCagg to approve the minutes from the January 14, 2022 meeting. The motion was seconded by Wendy Sharkey. All in favor with none opposed. The motion passes.

Motion made by Denise Hersey to approve the minutes from the March 25, 202 meeting. The motion was seconded by Wendy Sharkey. All in favor with none opposed. The motion passes.

All minutes approved.

Catherine thanked Josh Muse and Jennifer Johnson for preparing these minutes for the group.

Catherine reminded everyone about the guidelines open meetings and referenced the Secretary of State's guidelines "Guide for Open Meetings". This is especially relevant regarding minutes, which should be posted within 5 days of working group meetings. Wendy thought an abbreviated form of minutes is fine as testimony is online to support the minutes. Jeannette important to follow open meeting law and this is more important to get things documented in a legal manner. Kelly McCagg was in agreeance with Wendy and Jeannette. Karen McCall asked that abbreviated minutes have time stamps so the public can find where individual testimony can be found in the recording.

Catherine reminded other working group members about guidelines for emails and for collective editing of online documents, which could constitute a meeting of the working group.

V. Establishment of Regular Meeting Schedule [00:31:35]

This item is regarding establishment of a regular meeting schedule. Two draft documents shared with the working group were the proposed regular meeting schedule and the resolution to pass said meeting schedule. The pattern is 4th Friday of every other month for the period beginning Friday, July 22nd, 2022, through September 22nd, 2023, from 9:00 AM to 3:00 PM.

Catherine opened the floor for comment. Christopher Kaufman Ilstrup said it was great and much easier to be a set schedule. Jeanette Bair agreed and asked a clarifying question regarding November Thanksgiving holidays in 2022 and 2023. Cathy clarified the dates for November and that the November 2022 and November 2023 meetings would be special meetings.

Discussion ensued on the timing of the meeting's start as well as recess times. Meg Allision proposed [00:41:01] the use of broader language regarding meeting times and recesses.

Catherine shared the resolution regarding the proposed regular meeting schedule with amended language [00:41:22]:

"Now, therefore be it resolved that the Working Group will convene regular meetings via Microsoft Teams (with an onsite option at 60 Washington Street in Barre, VT) between the hours of 9 am and 3 pm with a recess for at least one hour but not more than two hours at noon on the 4th Friday of every other month for the period beginning Friday, July 22nd, 2022, through September 22nd, 2023."

Motion, as amended, made by Kelly McCagg to approve Resolution 0001 Regular meeting schedule. The motion was seconded by Christopher Kaufman Ilstrup.

Roll Call Vote to approve the motion:

Kelly McCagg: yes

Jeannette Bair: yes

Christopher Kaufman Ilstrup: yes

Susan O'Connell: absent

Wendy Sharkey: yes

Denise Hersey: yes

Meg Allison: yes

Andy Kolovos: absent

Karen McCalla: yes

Catherine Delneo: yes

Maria Avery: yes

Resolution 0001 passes with majority vote.

VI. Committee Finances [00:45:12]

Catherine shared document State of Vermont Personal Expense Claim form with working group members, related to per diem compensation of working group members who are not receiving payment for their time attending meetings from another source.

Questions were raised regarding whether non-members of the working group who attend a meeting to provide testimony can submit for reimbursement. Catherine will find a clarifying answer to that question.

VII. Report from Department of Libraries Staff on Technology [00:54:15 to 1:18:27]

Report about technology by Josh Muse, Vermont Department of Libraries Consultant IT.

Questions raised [01:18:37 to 01:45:44]

Per working group discussion, the Department of Libraries will gather information about technology in Vermont's school libraries to supplement the information presented on Technology, which was largely specific to Vermont's public libraries.

VII. Recess

Recess called at 10:45. Recess adjourned at 11:00.

VIII. Testimony from the Community [01:57:04]

11:00am: Rob Fish, Deputy Director, Vermont Community Broadband Board [01:59:17]

11:30am: Bree Drapa, Director, Westford Public Library [02:26:17]

11:45am: Karen McCalla, Librarian, Mill River Union HS, North Clarendon and Stephanie Sherham, Librarian, Middlebury High School, Middlebury [02:44:50]

IX. Recess [02:59:15]

Recess called at 12:00pm. Recess adjourned at 1:00pm.

X. Testimony from the Community [02:59:30]

1:00pm Wendy Hysko, Director, Brownell Library, Essex Junction [03:01:44]

1:15pm Susanna Kahn, Technology Librarian, Charlotte Library [03:16:09]

1:30pm Kate Owen, Librarian, Thetford Academy [03:29:03]

1:45pm Jessamyn West, Technology Librarian and Consultant [03:42:12]

2:00 pm Jacob Pelletier, Community Programs Officer, Vermont Humanities Council [04:02:45]

XI. Discussion of the Working Group [04:16:12]

Items of discussion were focused on identifying key themes on the topic of technology, identifying knowledge gaps, and identifying potential recommendations on the topic of technology.

Wendy Sharkey noted that accessibility is a large component in relation to the topic of technology. Whether it be physical accessibility or technological accessibility. Funding is also a crucial component in order to increase accessibility.

Cathy Delneo thought it would be good to schedule more testimony on adaptive technology in libraries as part the working group's charge to provide services for older and disabled Vermonters. Other working group members agreed. Cathy noted that other working group meetings do not yet have defined topics; so additional working groups could focus on accessibility, and/or technology in school libraries.

Meg Allison noted that as the working group thinks about who they want to hear more from that it is important to recognize school librarians and those in demographic gaps that the Department of Libraries does not traditionally hear from. Another working group member thought that the ABLE Library would be able to assist in finding additional testimony on the topic of accessibility and access.

Meg Allison also noted the working group heard numerous refrains of interest towards a statewide consortium for billing, cost -sharing, and resource sharing. Cathy thought it would be good to do some benchmarking to see what other states have and what their models look like.

Wendy Sharkey hoped that staffing issues and training would be raised in future working groups. Other topics of interest included privacy. Cathy was wondering about adding a working group on continuing education and training. Meg Allison was hoping that professional development could also be included as librarian's responsibilities expand to adapt to new challenges. Working group members agreed that training was a critical topic.

Karen McCalla also thought STEAM and economic development was an especially relevant topic for increasing job resources and community development.

Cathy also wondered about separating school staffing and public libraries staffing as they are different groups with different professional requirements and components. Meg Allison agreed. Wendy wanted

to make sure all topics mentioned could be covered during working group meetings and that the meetings would not be too specific. Wendy also recommended a general session that is open for topics not covered and to hear other ideas.

Cathy noted that other topics might include library services to migrant and immigrant groups and those living in poverty. Meg Allison wanted the topic broadened to those historically marginalized communities within Vermont. Kelly McCagg thought expanded the topic would better serve the community. Outreach to prisons was also mentioned as being included in that topic.

Cathy also mentioned the additional need of public input as part of the working group charge. Cathy thought it might be good to develop a survey to inform the group's work. Discussion of developing a survey for public input into the working group, especially around what the survey would ask and why. What is the survey trying to find out? Jeannette Bair and Kelly McCagg offered to begin developing a survey for the public.

Action Items: [04:47:21]

Action items include adding summaries on each topic discussed by the Working Group for each meeting. Cathy volunteered to connect with working group member Andy Kolovos, who took detailed meeting notes. They'll aim to develop meeting summaries to be brought to the working group for review at the July 2022 meeting.

XII. Adjournment [04:51:50]

Motion made by Kelly McCagg to adjourn. The motion was seconded by Wendy Sharkey. All in favor with none opposed. The motion passes.

Meeting adjourned 2:53 pm.

**Respectfully submitted,
Jessie Dall, Executive Assistant Vermont Department of Libraries
For Catherine Delneo, State Librarian and Working Group Chair**

Please note all time stamps are recorded as: Hours, Minutes and Seconds with annotation as [HH:MM:SS].

The recording can be found at: <https://www.youtube.com/watch?v=wqcUQu7w4Zs>