

VERMONT DEPARTMENT OF LIBRARIES

BOARD OF LIBRARIES

MINUTES

Midstate Regional Library, Montpelier      10:30 A.M.      October 25, 2007

Present:      John Rosenthal, Chair  
                 David Brown  
                 Linda Williamson  
                 Susan Bruce  
                 Joan Rahe  
                 Sybil McShane, State Librarian

Michael Smith, Secretary of Administration, Linda McIntire, Deputy Secretary of Administration, Lisa Von Kann, VLA Government Relations Committee, and Marianne Kotch, Public Library Support Services Director, were also present.

1. **Minutes** – John called the meeting to order at 10:35. John asked to have the election of officers added to the agenda. It was decided to address this as “Other Business” at the end of the meeting. John asked if there were any additions or corrections to the August minutes. Hearing none, he advised the minutes were approved as written.
2. **State Librarian Recruitment Process** – Sybil had asked Michael Smith to review the recruitment process with the Board. Michael advised he will want to see all the applications but would like the Board to interview the applicants and present him with three to five recommended candidates. Discussion ensued regarding the salary range, interview panel, funds allowed for completion of this process and guidelines for appropriate and non-appropriate questions. Linda McIntire, who is also the former Human Resources Commissioner, advised that the Board meet with Human Resources personnel to discuss the various recruitment guidelines. Sybil will set up the meeting and advise the Board of the time on November 13<sup>th</sup>, and place of the meeting. She will also ask someone from the Attorney General’s office to attend and address “Executive Session” issues. It was decided to advertise in November and begin the interview process in January. **Reorganization** – Michael said he wanted to make the Board

aware that he is considering the option of moving the Department of Libraries to the Secretary of State's Office. He is only in the thinking stage but feels that there may be opportunities in such a reorganization. Michael will keep the Board apprised as he considers the move. The state is in the process of moving State Archives and Public Records together. **Vacant Board Positions** - David asked about filling the two vacant positions on the Board. Sybil advised it would be best to wait until a new State Librarian is hired.

3. **LSTA Five-Year Plan FY2008-2012** – The five year plan has been approved by the Institute of Museum and Library Services. The only change Sybil made from the original draft was to add a statement regarding the use of state funds in conjunction with federal funding to fulfill the Department's Vermont statutory mandates and as match and maintenance of effort of federal State Program funds.

4. **Board Updates/State Librarian's Report/Public Services Support Director**

**Report** - Sybil advised that departments have been advised of the need to downsize the number of State government employees by June 30<sup>th</sup>. This will not affect Sybil's position but could have an impact on Marianne's or Marj's position. Sybil has discussed with the Deputy Secretary of Administration, the need to retain these two positions. Sybil plans to reclassify Marianne's position to a Librarian C AC: Midstate Regional Librarian and reclassify Marj's position to Assistant Librarian. **FY09 Budget** – Final budget figures will be distributed toward the end of December. At best, the FY09 budget will be level funded. This means the department must absorb any and all salary and benefit increases. In addition, Sybil anticipates our Smith funds will be \$30,000 less than we have budgeted. She has requested an additional \$30,000 in general fund money to offset this deficit. **Grants** - Sybil distributed an up-to-date list of libraries eligible for the Gates Foundation "Staying Connected" grants. **New Trustee Manual** – Marianne has drafted a new manual. She asked the Board to peruse the draft and advise her of any changes or suggestions as soon as possible. She would like to complete this manual before her December 31<sup>st</sup> retirement date.

**Shelburne Trustees** – David advised he had met with the Shelburne trustees to assist them with changes necessary to help retain a librarian.

5. **Other Business – Election of Officers** – Susan nominated David for the position of Chair and nominated Linda for the Vice-Chair position. All voted in favor. **The meeting adjourned at 12:15 P.M.**

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Sybil Brigham McShane, Secretary

Next regular meeting December 11<sup>th</sup> @ Midstate Regional Library, Berlin

Snow Dates December 12<sup>th</sup> or 13<sup>th</sup>