

**Department of Libraries**

60 Washington Street, Suite 2

Barre, VT 05641

[phone] 802-636-0040

**libraries.vermont.gov****VERMONT BOARD OF LIBRARIES****MINUTES OF MEETING - DRAFT****January 9, 2024****10:00am-12:00pm****Meeting Conducted Virtually via Microsoft Teams**

**Board of Libraries Members in Attendance:** Tom Frank (Chair), Adriene Katz (Vice Chair), Lisa Barron, Roderick Bates, Jennifer Fels, and James Saunders

**Others Present:** Catherine Delneo (Secretary to the Board, State Librarian, and Commissioner of Libraries), Janette Shaffer, Tom McMurdo, Lilly Talbert, Joshua Muse, Kevin Unrath, Joy Worland, Karen Gravlin, April Shaw, Lauren Kelley, and Jonathan Clark

**Call to Order:** [00:00:00]

Chair Tom Frank called the meeting to order at 10:00am and took roll call.

All members of the Board were present with the exception of Linda Saarnijoki.

Catherine Delneo introduced herself and Department staff present.

**Changes to the Agenda:** [00:08:47]

Tom Frank called for changes to the agenda. There were no changes to the agenda.

**Public Comment:** [00:09:23]

Tom Frank called for public comment. There was no public comment.

**Approval of October 10, 2023 Board Meeting Minutes:** [00:09:57]

Supporting document: [October 10, 2023 Meeting Minutes](https://libraries.vermont.gov/sites/libraries/files/documents/BOL_Minutes_20231010_DRAFT.pdf)

[https://libraries.vermont.gov/sites/libraries/files/documents/BOL\\_Minutes\\_20231010\\_DRAFT.pdf](https://libraries.vermont.gov/sites/libraries/files/documents/BOL_Minutes_20231010_DRAFT.pdf)

Rick Bates made a motion to approve the minutes.

Jennifer Fels seconded the motion.

Tom Frank called for a vote to approve the minutes.

The Board voted unanimously to approve the minutes.

**Election of Officers:** [00:11:49]

The Board held elections for Chair and Vice Chair per its bylaws.

Chair Tom Frank asked James Saunders to administer the Chair nomination and



election process.

James Saunders called for nominations for Board Chair.

Rick Bates nominated Tom Frank as Chair.

Lisa Barron seconded the nomination.

James Saunders called additional nominations, and hearing none, called for the vote.

The Board voted unanimously to elect Tom Frank Chair.

The Board discussed Board leadership terms (1-year) and Board service term limits (3 terms or 8 years). Tom Frank noted his service term expires in 2025.

Board Secretary Catherine Delneo shared information about terms of office including the following from Section 2 of the [Board Bylaws](#): “Terms of Office. The terms of office for the chair and vice-chair shall be for one year from the election at the Annual Meeting or until a successor is elected. No officer shall be elected to the same office for more than three (3) successive full terms.”

Delneo provided the dates when each Board member’s term ends and reminded first term members that they may apply for reappointment to the Board by the Governor.

Tom Frank called for nominations for Vice Chair.

James Saunders nominated Adriene Katz.

Rick Bates seconded.

The Board voted unanimously to elect Adriene Katz Vice Chair.

**Per Diem Compensation:** [00:23:20]

Supporting document:

Reimbursement Form Board of Libraries (SOV Personal Expense Claim Form AAF6A)

<https://libraries.vermont.gov/sites/libraries/files/documents/Reimbursement%20Form Board%20of%20Libraries%20pre-filled%202024.xls>

Board Secretary Catherine Delneo explained that Board members may be eligible for Per Diem reimbursement for meeting attendance and shared the state form.

**Draft Department of Libraries Collection Development Statement:** [00:33:13]

Supporting documents:

Draft Collection Development Policy

<https://libraries.vermont.gov/sites/libraries/files/documents/Draft%20Collection%20Development%20Policy%201%208%202024.pdf>





ABLE Local Recording Program Selection Process Draft January 2024

<https://libraries.vermont.gov/sites/libraries/files/documents/ABLE%20Local%20Recording%20Program%20Selection%20Process%20DRAFT%20January%202024.pdf>

Tom Frank introduced the topic and invited the State Librarian to present.

Delneo shared that Department staff have begun drafting a Collection Development policy. The policy would serve as a framework for Department staff to select materials for collections and clarify the Department's scope. Delneo presented a policy drafted by Department staff for Board review, feedback, and advice.

Delneo explained that it is a best practice for a library to have a Collection Development Policy, and that the Board's role in the development was advisory. Delneo shared that there is a possibility that the Legislature will require the Department to implement a policy.

Vice Chair Adriene Katz thanked the Department for its work on the policy and requested materials be sent well in advance of future meetings whenever possible. Vice Chair Katz also asked how versions of documents are distinguished from one another.

Delneo shared that the Department will continue to post all agendas and meeting links on the Board's website at least 48 hours in advance of the Board's meeting. Delneo shared that supporting documents the Department has a practice of posting are not required to be made available in advance, and that the Department will continue to post them as far in advance of the Board's meetings as possible.

Chair Frank asked how the Department's policy would relate to the policies of other libraries in the state. Delneo explained that the Department might be called on in the future to develop model policies, but that currently each library develops its own policy.

Lisa Barron indicated that she liked the brevity and asked if the policy was based on a document. Delneo called on Assistant State Librarian Tom McMurdo to address the question. McMurdo reported that the initial draft was inspired by the State curator's policy, the Department's old policy, and policies of other libraries, and that it integrated concepts of intellectual freedom and federal rights.

Lisa Barron responded that the policy is easy to understand and covers requirements.

Chair Frank requested Board members let him know if they are interested in discussing the collection development draft policy once again at the April Board meeting.

Delneo then shared a draft document related to ABLE Library's recording program and introduced ABLE Library Director Karen Gravlin who provided context about the





collection development process for the ABLE Library.

**State Librarian's Report:** [01:10:49]

State Librarian Delneo provided a summary of information from the State Librarian's Report, January 2024.

Supporting document:

<https://libraries.vermont.gov/sites/libraries/files/documents/State%20Librarian%20Report%20to%20Board%20of%20Libraries%20January%202024.pdf>

The State Librarian took questions from members of the Board.

James Saunders thanked Delneo for adding human elements to the meeting and asked about the "prize" for "The Worst Song Ever" contest.

Jennifer Fels asked about the Working Group Report's reception. Delneo replied that it has been positive and that Vermont is fortunate to have so many people that care deeply about libraries in our state.

Tom Frank asked about steps the State of Vermont may take to improve safety in public libraries.

Delneo responded that improvements in response to drug and mental health needs would necessarily have a positive impact on the public library environment.

**Closing and Adjournment:** [01:37:14]

Tom Frank reminded the Board that the next meeting is April 9, 2023 from 10:00am-12:00pm and invited agenda items.

Tom Frank suggested the Board consider an in-person meeting in July or October.

Tom Frank called for a motion to adjourn the meeting. James Saunders made a motion to adjourn, and Jennifer Fels seconded the motion. The Board voted unanimously in favor of adjourning the meeting. The meeting adjourned at 11:44am.

Respectfully submitted,  
Catherine Delneo, Secretary of the Board

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

