



southburlington
PUBLIC LIBRARY

Library Governance and Nominating Committee Minutes June 25, 2026

The committee held a regular meeting on June 25, 2026 at 5:15 pm in the Board Room and by Zoom at <https://us02web.zoom.us/j/83148399416?pwd=3FyGowW0tr9sobN7az059tEKduoY1v.1>

Members present: Marty Reid, Chair; Anne LaLonde

Members absent: Donna Swartwout

Also present: Bree Drapa, Library Director

1. Call to Order (5:16)

The chair called the meeting to order. Bree shared a sign-in sheet for the Chair and the Committee member to mark their meeting attendance.

2. Review of Library Exits (5:16)

3. Additions and deletions to the posted agenda (5:16)

The Chair added a discussion of the next meeting date and time.

4. Comments and questions from the public not related to items on the agenda (5:17)

None, no member of the public present in person or online

5. Approval of the last meeting minutes from May 28 – ACTION (5:17)

Anne moved to approve the minutes, Marty seconded the motion, and the motion passed unanimously.

6. Review: Library Art Wall & Display Cases Guidelines (5:18)

We reviewed guidelines that the library is currently following on the art wall and display cases. There had been an Art Wall and Exhibit Policy approved by the Trustees in 2022 but we don't have a copy of that. We decided that it would be good to have a policy in addition to procedural guidelines, for protecting the staff and the library. We would like to tie the policy on what art can be displayed to the library's mission, values, and vision.

Current process: An artist fills out the online Library Art Wall application, which goes to Mae who curates the art wall. She looks at the calendar, gets in touch with the artist, and sends the artist the Gallery Exhibitor Agreement to sign.

Anne will draft a new policy for the art wall and gallery based on the guidelines and the exhibitor agreement. We can present it to the board at the next meeting.

7. Revisit: Room Rental, Usage Policies & Procedures, regarding use of food (5:43)

Library staff has requested that we add the Board Room and the Pickard Quiet Reading Room to the list of rooms in this policy in which patrons can bring food. We added those to the policy and suggest two more clarifying changes.

Current:

Additional Fees:

- Pre-approved refreshments: \$50.00 (Digital Lab, Community Room)

Proposed change:

Additional Fees:

- Pre-approved refreshments: \$50.00 (Digital Lab, Community Room, Board Room, Pickard Quiet Reading Room)

Current:

FOOD: Food may be served at meetings in the Community Room and the Digital Lab (see Fees.)

Proposed change:

FOOD: Food may be served at meetings in the Community Room, the Digital Lab, the Board Room, and the Pickard Quiet Reading Room (see Fees).

Current:

BEVERAGES: Drinks with lids are permitted in the library. Events serving alcohol must be arranged by a DLC licensed caterer after hours. An approved liquor license must be submitted to the library prior to the event.

Proposed change:

BEVERAGES: Drinks with lids are permitted in the library. Events serving alcohol must take place when the library is closed. An approved liquor license must be submitted to the library prior to the event and be arranged by a DLC licensed caterer.

Current:

CLEAN UP: All trash, including sorted recyclables, must be collected and bagged. All equipment provided by an outside vendor must be removed immediately. All surfaces used for food preparation and distribution must be cleaned thoroughly and returned to a neat and orderly state.

Proposed change:

CLEAN UP: Put all trash and recyclables in the appropriate receptacles. All equipment provided by an outside vendor must be removed immediately. All surfaces used for food preparation and distribution must be cleaned thoroughly and returned to a neat and orderly state.

We also discussed the \$50 fee for serving refreshments in the rooms. The meeting room application asks “Will you be serving refreshments?” and the two possible responses are “No” and “Yes and I am fine with the \$50 fee.” The fee is listed in the policy. Bree noted that this fee covers cleaning and is assessed when a group has a meeting catered or has pizza or some substantial food. If the group did not say “Yes” in the application and pay the fee ahead of time, library staff checking in on them at the time of the meeting and seeing the food will have them pay the fee. The fee is not assessed for light refreshments, like cookies or snacks, or for, say, people bringing in their own sandwiches to eat during a meeting. What is the best way to explain this distinction in the policy and on the meeting room application? A discussion to have with the Trustees.

We talked about whether we needed to add the refreshments fee to the User Fee Summary but that document already contains a link to the Room Rental policy, which explains all the room rental fees.

8. Review: Library Board of Trustees, Policy on the Use of the Gift Account (6:10)

We talked about the role of the Trustees regarding the Library Gift Account. While the Trustees conduct oversight of the Library Director, we do not micromanage the Director’s use of funds as this policy does. Spending from the Gift Account is at the Library Director’s discretion. The Gift Account includes funds from the Foundation and Friends, as well as money from grants that went through the Foundation and some other donations. The City of South Burlington acts as a fiscal agent for those funds: it pays the invoices as presented by the Director and has oversight of the account. The Library Director reports on spending from the account to the Foundation. The Foundation liaison can bring any concerns to the Trustees.

We ultimately decided to recommend eliminating this policy altogether. It is from 2021 and written when the same people made up the Foundation Board and the Board of Trustees. It is not posted anywhere but we should probably have a Board discussion and decision on whether to eliminate it.

9. Bylaws, Board of Trustees (6:30)

We briefly discussed the Bylaws for the Library Board and noted a few topics we will need to address. Bree emphasized that this is a foundational Board governance document. It does not need to be filed with the Secretary of State.

- The Bylaws require our committees to comply with open meeting laws, but we may just be working groups in the eyes of the city and not subject to those laws. Need to check on city requirements and also discuss how we want to treat the committees going forward if we do not have to comply with open meeting laws, whether we want to continue to do so.
- The Bylaws are silent on the number of Trustees. May want to add a number.
- Do we want to suggest term limits?

- Right now a Trustee can only be dismissed for very specific reasons. Do we want to make those reasons broader?
- The Bylaws do not define the roles of the officers. Officers should each look at their roles and ensure that the Bylaws have an accurate description of them.
- We need to change the compensation provisions based on the City's Volunteer Stipend Program.
- Add a cite to Article 22 of the Vermont state statutes.
- Update the Bylaws to comply with the MOU.
- Make changes to the standing committees listed (delete Fundraising and Evaluation and change Advocacy to Communications).
- The Bylaws require a purpose statement for every committee. Do we have these?

We tabled a more in-depth discussion of the Bylaws until our July meeting. There are other library bylaws examples we can look at before then.

We also talked about orientation of the two new Board members, which is required in the Bylaws. Bree noted that the training manual is not being updated but there is a webinar that new (and current) Board members should watch.

10. Other business (6:51)

We will meet July 23 at 5:30 p.m. We can discuss then whether we will move all future meetings to 5:30 from 5:15.

11. Adjourn (6:54)

Respectfully submitted,

Anne LaLonde
Secretary, Governance and Nominating Committee