



southburlington
PUBLIC LIBRARY

Library Governance and Nominating Committee Final Minutes

September 24, 2026

The committee held a regular meeting on September 24, 2026 at 5:30 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, Donna Swartwout, Christy Liddy-Repstad

Members absent:

Others present: Bree Drapa, Library Director and Brenda Withey, Chair of the Finance Committee

1. Call to Order (5:30)

The chair called the meeting to order. The Director gave a brief report on a recent conference.

2. Review of Library Exits (5:34)

The chair reviewed the library exits to use in case of an emergency.

3. Additions and deletions to the posted agenda (5:35)

We added the Director's report (above) and our upcoming meeting schedule.

4. Comments and questions from the public not related to items on the agenda (5:35)

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

5. Approval of the last meeting minutes from August 27, 2026 – ACTION (5:36)

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

6. LBOT Policy on the Use of the Gift Account (5:38)

At a prior meeting, the committee had recommended eliminating the gift account policy. The full Board disagreed, finding that we needed a policy on the Trustees' oversight of the gift account. Brenda attended our meeting as the chair of the Library Finance

Committee to discuss the policy. We explained how the gift account works and how the Foundation, Friends, and public contribute. Bree explained how she handles the checks given to her by the Foundation and the Friends for the gift account.

We decided to add to the bylaws that the Treasurer has oversight over the gift account. We also decided that the Board should have as agenda items that the Director reports quarterly on the gift account balance and expenditures and the Foundation designee and the Friends designee can report quarterly on their payments to the gift account.

We already discuss gifts of books to the library in the library's collection development policy, but wanted to address donations of materials or funds in the gift policy. We looked at Westford Public Library's policy and based our draft policy on its language.

Donna made a motion to recommend the new Gift Policy as set out below, Marty seconded that motion, and the motion passed unanimously.

Gift Policy
Recommended by the Governance Committee 9/24/26

The Library may receive materials or funds as gift donations. It accepts these gifts on the condition that their use is at the complete discretion of the Trustees and/or the Director. All donations become the property of the SBPL.

According to the Library's Memorandum of Understanding with the City, "the LBOT will oversee the Library Gift Account, of which the City serves as custodian."

The City of South Burlington gift account contains money donated from the Friends of the South Burlington Library, the South Burlington Library Foundation, and the general public. The City acts as the fiscal agent for the Library.

The Library Director uses the funds in the gift account at their discretion, to be overseen by the Trustees.

7. Bylaws (6:35)

In Article II, Section 8, we added a citation to the state of Vermont code of ethics and also added a quotation from the Vermont statute on libraries.

8. Other business (6:55)

Our next meeting dates: October 22 at 5:30 to 7:00, November 18 from 4:00 to 5:30, December 17 at 5:30 to 7:00. We are cancelling our January meeting.

9. Adjourn (7:01)

Respectfully submitted,
Anne LaLonde, Secretary, Governance and Nominating Committee