



southburlington
PUBLIC LIBRARY

South Burlington Library Board of Trustees

Approved Minutes September 10, 2026

The Library Board of Trustees held a regular meeting on July 9, 2026 at 5:30 pm, in the Library Boardroom, and by Zoom.

Members present: Anne LaLonde, Christy Liddy-Repstad, Holly Painter, Stacey Pape, Marty Reid, Rebecca Stazi, Donna Swartwout, Leslie Van Wagner, Brenda Withey

Absent: Whitney Kirzinger, Ted Lenski

Also present: Bree Drapa, Library Director, Merry Jones, President, Friends of the Library

1. Call to Order at 5:30pm

2. Review of Library Exits

3. Comments and questions from the public not related to items on the agenda

None

4. Additions and deletions to the posted agenda

None

5. Approve regular board minutes of August 13, 2026 Board of Trustees Meeting

Upon a motion made by Trustee Stacey Pape and seconded by Trustee Marty Reid, the Trustees voted unanimously to accept the minutes of the August 13, 2026 Board of Trustees Meeting.

6. Welcome and Chair remarks

Anne LaLonde chaired the meeting as Ted Lenski was out of town. Anne expressed appreciation for the work on the strategic plan and the By Laws working groups. Lots of good work is being done.

Anne provided a tip for zoom meetings that have the public joining on line. Be sure to search the name of the person joining the meeting and to be prepared to remove them from the meeting for inappropriate behaviors. Bree has reported the incident to the City's IT Department that occurred during a library committee meeting.

Anne suggested the Trustees check out the library card exhibit. Sue Myers created the exhibit and it is really well done.

Finally, Anne shared the information from the meeting with the City's attorney. With a few exceptions, all of the Trustee meetings are considered public bodies under state stature. This means meetings will need to be warned with agendas and minutes posted to the City's website. If there is not a quorum at the committee meetings, no action can be taken (approving minutes), but the meeting may continue as a working group. The Finance Committee is the exception to this guidance.

7. Friends of the South Burlington Library Report

No report and a reminder of the October 9-11 Book Sale.

8. SB Library Foundation Update (Anne LaLonde)

The Foundation met on September 3rd. Anne invited the Trustees to the celebration of the Hangout Space being completed: October 5 at 5:30 pm. The Foundation has funded this project with a \$25,000 donation. The fall appeal is slated for early November. Anne announced that to celebrate Library Week, the Foundation is sponsoring Hannah Miller's talk on April 14. Doors will open at 5:15 pm. There will be a reception for donors with Hannah following their talk.

9. Library Director's Report (Bree Drapa)

Bree shared that in 13 days the library will be going live with Koha (a new digital cataloging system). We are joining the Koha cataloging system shared by the majority of Homecard libraries. Everyone will now be able to search materials offered by SBPL and surrounding libraries, all at once! And if you borrow from multiple libraries, you can view all your checkouts on the same account. No more juggling logins! Beginning September 23, 2026, the online experience will look different. But access to quality materials, resources, and services remains the same!

Bree shared the following information (and this will all be communicated to the public and patrons through a variety of means).

Prior to the switch:

September 21-22, you will not have online access to place holds, renew items, or edit your account.

No materials will be checked in on September 21 or 22. You may still return items during this time, but there will be a delay to them coming off your account.

Library cards cannot be created or renewed on September 21 or 22.

Due date reminders will be paused from September 21-27, but no accounts will be restricted during this time.

Starting September 23, the CATALOG button at southburlingtonlibrary.org will lead you to the new platform. If you have the old catalog bookmarked on your device, you will need to remove it and bookmark the new one. You'll still log in using the barcode on your library card, but your password will default to your last name (as recorded in our system) with its first letter capitalized. For example, if your name is Ethan Allen, your password will be "Allen". You can change this in your account settings at any time. If you use the Libby or Palace apps, you may be asked to

enter your new PIN. Use the password described above.

Bree shared that the staff has received training on all of this for their roles. This switch has been a huge lift for the staff. Bree and Sue Myers have been working on this since January. Bree and Sue are providing office hours to support staff with this transition.

Bree shared the City's budget cycle for FY 28. The timeline was discussed so that the Board could approve the final budget before it goes to the City. The Trustees discussed the need for additional staff to support the demand for library services. It was noted that many City departments will be asking for staff increases due to the growth. Trustees also expressed the understanding of the need to balance tax payers concerns. The Board agreed to put forward a draft budget that appropriately includes the needs of the library and the staff. Treasurer Brenda Whitney, members of the Finance Committee and Bree will meet the City's deadline/timeline for a first draft of the budget. The Board agreed that this was an acceptable process. The Board will review and vote on the draft budget at the October 8th meeting.

Bree reviewed the FY 26 numbers. Some of the over spending is because the Koha migration was not included in the budget. The Trustees expressed appreciation for Bree's careful management and oversight of a budget she did not create and inherited mid year. The City has not yet reviewed these final numbers.

Bree shared that she is overseeing a great deal at this time (hiring process, Koha, and budget meetings) and that she will not be able to provide much feedback on the strategic planning process and By-Laws review until they are in more final draft. She will still attend the meetings and provide insight and guidance then. The Trustees understood Bree setting these boundaries.

10. Committee Reports

10. A. Finance

Brenda shared that the Finance Committee will meet in mid September to create the first draft of the budget. The Trustees covered the budget process during the Director's report.

10. B. Communications

Holly Painter reported, the committee did not meet during August. Tabling efforts are continuing and appreciation was expressed for those who are helping out with these outreach efforts. On Saturday, September 12, we will have a table at Al's French Frys, a new initiative for us! Finally, the Pride Parade is Sunday, September 13th. If attending, Trustees were reminded to wear their new shirts.

10. C. Governance and Nominating

Marty Reid and Anne LaLonde shared an overview and brief discussion of the By-Law review

10.C.i. Update on By-Law Review

The Trustees discussed the proposed term limits (a total of 9 consecutive years (3 year terms) to be served), the added section of the process to remove a Trustee; and the renaming of the Communications Committee. Holly Painter proposed that their committee would discuss the new

name at their next meeting. Marty reported the committee will continue to work on this and bring back a more finalized version for a board vote. There was some general consensus expressed for the proposed changes and appreciation for the work the committee has been doing.

11. Strategic Plan Development

11.A. Update from Strategic Plan Advisory Committee

Anne LaLonde shared the working group strategic plan update with still a lot of work to be done! The Trustees could see that the 6 goals have been reduced to 5 goals. The group is still working cleaning up the language in the goals and also reviewing the objectives. At Bree's suggestion, the group will stop at that level and let the library staff create the initiatives - more appropriate. The working group is meeting every other week with the next meeting scheduled for September 16th.

12. Other Business

None

13. Adjourned at 6:47 pm.

Respectfully submitted,

Donna Swartwout

Secretary, SBPL Board of Trustees