

## VERMONT BOARD OF LIBRARIES

### MINUTES OF MEETING

Approved August 23, 2022

July 12, 2022

10:00 a.m. – 12:00 p.m.

Meeting Conducted Virtually via Microsoft Teams

**Board Members in Attendance:** Tom Frank (Chair), Maxie Ewins (Vice Chair), Adriene Katz, Linda Saarnijoki, Deb Granquist, James Saunders, Catherine Delneo (Secretary)

**Others Present:** Janette Shaffer (VTLIB), Tom McMurdo (VTLIB), April Shaw (VTLIB), Joshua Muse (VTLIB), Jessie Dall (VTLIB), Lynne Shea

**Call to Order:** Chair Tom Frank called the meeting to order at 10:05 am.

**Roll Call and Introductions:** Chair Tom Frank asked members of the Board to introduce themselves, then asked other individuals present to introduce themselves.

**Changes to Agenda [00:01:00]:** Maxie Ewins wanted to make sure that board vacancies would be discussed. Tom Frank mentioned that this would be discussed later in the meeting.

**Public to Be Heard [00:01:31]:** Lynne Shea, from Townsend, introduced herself. Lynne is working on the “Negro Brook” renaming petition and came to the board meeting in order to stay informed on geographic naming.

### **Approval of Minutes of Board Meeting and Housekeeping on January 11, 2022, and April 12, 2022 [00:02:17]:**

Deb Granquist moved to approve the minutes from the January 11, 2022, meeting which was seconded by James Saunders.

Corrections to the January 11, 2022, minutes were raised by Adriene Katz about clarifying the other names proposed for Chair and Vice Chair during said meeting. Linda suggested that the word “candidates” should be used instead of “names” as a more concise descriptor. January 11, 2022, minutes edited to include: “After discussion of all potential candidates, Linda Saarnijoki made a motion to nominate Tom Frank as Chair of the Board of Libraries, and Deb Granquist seconded the nomination.”

All in favor with none opposed. Motion passes.

Linda Saarnijoki moved to approve the minutes from the April 12, 2022, meeting which was seconded by Deb Granquist.

All in favor with none opposed. Motion passes.

### **Housekeeping/Board Emails [00:10:00]:**

Following the April 2022 meeting, Cathy confirmed that best practice is for each member of a state board to have a state email used only for board communications. She shared that the Department requested partner.vermont.gov email addresses for each member of the Vermont Board of Libraries and that these email addresses have been created

Jessie Dall will reach out to board members with instructions on gaining access to those emails. Tom and Cathy reminded the board that having a separate email is also helping the board comply with information requests and to keep the business of Board of Libraries separate from personal emails.

The Board discussed how frequently members should check their board email and reached the conclusion that once per week should be sufficient as these emails are primarily for the purpose of building agendas.

Board members inquired whether the partner.vermont.gov email could be set up to forward all messages to a personal email address. Tom Frank called on Josh Muse for technical expertise. Josh shared that while one can forward individual emails, the partner.vermont.gov email addresses cannot be set up to forward every message to another email address as that would pose a security concern. James expressed concern about two factor authentication and the expectation to check the board email frequently.

Cathy reminded the board that most email activity was around agenda building in about 2 weeks in advance of the meeting; Tom suggested that board members provide topics for upcoming agendas two weeks prior to board meetings.

Cathy shared the link to the Secretary of State's Guide to Open Meetings, which can be found here, and: <https://outside.vermont.gov/dept/sos/Municipal%20Division/a-guide-to-open-meetings-january-2019.pdf>

Tom gave a final reminder about the Open Meeting Law; it can be found on the Secretary of State website and is in place to make sure the public can hear and be a part of the discussion.

**Presentation from Tim Terway on the Vermont Center for Geographic Information (VCGI) [00:31:00]:** Tim gave an overview of the Vermont Center for Geographic Information [please provide name of Tim's PPT]. He explained what the VCGI does, how its data is presented to the public and how Board of Library decisions make it into VCGI's database. VCGI does set forth VT Geographic Area Names and Codes Standards so all names can work within the digital domain together.

The VCGI would like to strengthen stewardship with the Board/Department of libraries. VCGI suggested adding a policy change to the geographic naming policy to strengthen this connection.

Tom asked a clarifying question about procedure and confirmed that the name is changed, and from the BOL it is passed to the federal level.

Maxie asked about funding and Tim clarified that VCGI is part of the Agency of the Digital Services within the State of Vermont.

Cathy mentioned that the link to Geographic Naming standards can be found here: [https://vcgi.vermont.gov/sites/vcgiupdate/files/doc\\_library/VT\\_GIS\\_Geographic\\_Area\\_Codes\\_Standard.pdf](https://vcgi.vermont.gov/sites/vcgiupdate/files/doc_library/VT_GIS_Geographic_Area_Codes_Standard.pdf)

Cathy inquired if VCGI could add mapping for public libraries to their data layers within the Utilities and Facilities area. Tim indicated that VCGI has a layer of libraries but that it is not up-to-date. Tim posted the library up to date link which can be found here: <https://geodata.vermont.gov/datasets/VCGI::vt-public-libraries/about> [The Department of Libraries can work with VT GIS to update the information to include the names of each public library.](#)

Linda mentioned that the Geographic Naming Policies should include mention of sending information to VCGI; Cathy noted that the proposed updates include mention of VCGI is noted in the order of notifications and that the Board could consider mention of naming conventions in its updated procedure.

#### **Geographic Naming Policy Discussion [00:57:57]:**

Cathy shared the PowerPoint **Geographic Naming Proposed Procedure Updates**

([https://libraries.vermont.gov/sites/libraries/files/AboutUs/Board/Geographic%20Names%20Revision%20Presentation%20BOL%2007%2012%202022\\_Updated2.pdf](https://libraries.vermont.gov/sites/libraries/files/AboutUs/Board/Geographic%20Names%20Revision%20Presentation%20BOL%2007%2012%202022_Updated2.pdf)) related to proposed changes to the Geographic Naming Policies document.

Following the presentation, Tom suggested that due to time constraints, the suggested revisions to the Geographic Names Policies be discussed in a special meeting of the Board or at the next regular Board meeting in October.

Deb raised a general question about general procedure act and whether we needed to follow the Vermont Administrative Procedure Act regarding rule making. Cathy shared her understanding is updates to the existing policy fall within the Boards purview. Cathy indicated she would follow-up for clarification on that matter.

Maxie suggested that a small group meet to review the recommended revisions and report to the board at a future meeting.

Lynne Shea (member of the public) asked to be recognized. Tom called on her. She asked if the board would consider accepting name petitions while work on the updated policy continues.

Cathy recommended to the board is to have a clear process in place before moving forward with the processing of any new petitions for geographic naming and suggested that to expedite the process of revising the procedure, the Board could call a special meeting in August.

Linda agreed that procedures need to be codified; and requirements to have this written down for petitioners.

Tom proposed that a special meeting should be called on the second Tuesday of August - August 9<sup>th</sup> - or a later date. Cathy suggested August 23<sup>rd</sup> as the 16<sup>th</sup> is a state holiday. Jessie will send out an email to determine the special meeting date.

Tom Frank will identify Board members interested in reviewing the document in a small group before the August meeting.

#### **Vermont Public Library Foundation (VPLF) Representative Election [01:48:19]:**

Cathy shared that the Vermont Board of Libraries may have one member on the board of directors of the VPLF. She noted that the VPLF is separate and distinct from the Vermont Department of Libraries and from the Vermont Board of Libraries. Discussion focused on the term of the appointment as well its time commitment. Cathy shared that in prior years the VPLF board has met as infrequently as once per year.

**Adriene Katz nominated to be appointed to VPLF from the board by Linda Saarnijoki and seconded by and James Saunders.**

**All in favor with none opposed. Adriene Katz is elected to VPLF Board.**

Tom mentioned that we must find new two board members to replace those who have termed-out on the Vermont Board of Libraries. Tom asked board members to share names of potential nominees. Appointments are by the governor and that we can make recommendations to the naming committee.

#### **State Librarian Report and Discussion [01:59:00]:**

Tom noted that Cathy had sent the Board the State Librarians Report and indicated that due to limited time remaining in the meeting, she would not be asked to report out during this meeting.

The State Librarians Report will be on the agenda of the special meeting in August.

Adriene shared a suggestion related to sending out state historic sites and state park passes.

**Closing [02:05:00]:** Tom confirmed that the next regular meeting of the Board of Libraries will be held on Tuesday, October 12, 2022, from 10 am-12 pm.

**Adjournment:** Linda Saarnijoki moved to adjourn; Maxie Ewins seconded. The meeting adjourned at 12:12 pm.

Respectfully submitted,

Catherine Delneo, Secretary of the Board

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