

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, APRIL 16  
JESSICA SWIFT COMMUNITY MEETING ROOM, ILSLEY LIBRARY**

**MINUTES - DRAFT**

Board decisions are unanimous unless otherwise noted.

Present: Board members: Catherine Nichols, President; Faith Gong, Secretary; Amy Mincher, Treasurer; John Freidin; Alice Eckles.

Library Director: Dana Hart.

Public: Joe McVeigh, Recording Secretary; Barbara Doyle-Wilch, Chair of the Education/Listening Sessions Committee; Peter Johnson.

**CALL TO ORDER**

Chair, Catherine Nichols called the meeting to order at 5:30PM

**PUBLIC COMMENTS**

There were no comments from the public.

John noted that holding the board meeting on the usual 2<sup>nd</sup> Monday of the month would have the board meeting scheduled on Rosh Hashana in September and on Columbus Day in October of 2018.

DECISION 1: The board agreed to hold its September meeting on September 17<sup>th</sup> and its October meeting on October 15<sup>th</sup>, rather than on the usual second Monday of the month.

ACTION ITEM 1: Catherine and Dana will update the board calendar. Dana will ensure that meetings are warned appropriately.

**APPROVAL OF MINUTES**

Board members reported on the completion of their responsibilities from the previous meeting by initialing a list of tasks that was circulated. Incomplete items are carried forward in the list of responsibilities from this meeting at the end of these minutes.

Corrections

- Amy noted that her last name was spelled incorrectly.
- Alice suggested deleting the extraneous word “them” in the second paragraph on p. 6.
- Alice noted that she had requested that the locks on the meeting-room bathrooms be checked to make sure that they functioned correctly. Dana said that they had been checked and do function correctly.
- John noted that his last name was spelled incorrectly.

- John asked for clarification under the discussion of mission statement and strategic plan on p. 6. What was meant by getting “all new data?” Catherine indicated that this did not mean that information gathered previously would not be used, but that as part of our listening sessions we would gather additional views from the community about perceived needs.
- John suggested that we not use Robert’s Rules of Order at our meetings. It was pointed out that this is required by our current bylaws. Lara Keenan of the Vermont Department of Libraries in her presentation to the Board on March 10<sup>th</sup> recommended against the use of Robert’s Rules of Order. Barbara noted that consideration of a bylaws revision would be one possible task the board could work on this year, to be discussed at the upcoming retreat. There was general agreement among board members that Robert’s Rules of Order were not necessary for conducting meetings.
- Referring to a comment by Amy that the board should consider a policy on emergency procedures, John suggested that such a policy should come not from the board, but from the staff. Amy noted that staff could develop the policy with input from the board. Dana noted that it is in the board’s purview to approve policies, but that a clear understanding of policy-development procedures would be welcomed.
- In reference to Dana’s draft revision of the library conduct policy, John expressed concern that a prohibition of display of smoking and vaping materials might violate civil liberties. He asked Dana to check with Lara Keenan of the Vermont Department of Libraries about this.

DECISION 2: The minutes of the March 12, 2018 meeting were accepted as amended.

ACTION ITEM 2: Joe will send the amended minutes to Dana, who will post them on the library website.

ACTION ITEM 3: Dana will check with Lara Keenan of the Vermont Department of Libraries to see if a rule to prohibit display of smoking and vaping materials would be in violation of any state or federal statutes.

ACTION ITEM 4: Barbara will ensure that discussion of the development of policies and of possible revision of the bylaws are options for board work included in the upcoming retreat agenda.

### **KURT BRODERSON, MIDDLEBURY COMMUNITY TELEVISION**

Kurt Broderson, Executive Director of Middlebury Community Television, described the collaborative relationship between MCTV and Ilsley Library. MCTV provides technology training, media training, video camps, after-school programs, and supports the library’s summer read-a-thon and Digital Media Lab. Kurt’s prior position was “technology coordinator” and his salary was shared between Ilsley and MCTV. MCTV is funded by fees paid by Comcast subscribers.

Dana noted that MCTV and Ilsley have a unique relationship. MCTV is the only public access television station housed in a library in Vermont. Kurt has been trained to be a substitute at the Youth Desk.

Kurt noted that the MCTV board includes three appointed positions, one appointed by the school board, one appointed by the Select Board, and one appointed by the Ilsley Library Board.

DECISION 3: The board appointed Alice Eckles to be the Ilsley Board Representative to the MCTV board.

ACTION ITEM 5: Alice will join the MCTV board as Ilseley Library Board Representative.

Kurt noted that anyone is welcome to attend meetings of the MCTV board on the 2<sup>nd</sup> Wednesday of each month from 8:15-9:15AM.

### **DIRECTOR'S REPORT**

Director Dana Hart invited board members to review her written report. <Director's Report 4.9.18>

As highlights, Dana noted the following:

- Lynn Goldsmith has been hired to be a Library Assistant I and will work in circulation at the Youth Desk.
- Dana attended new director's training with Lara Keenan.
- An unruly patron caused a disruption in the library last month. Dana will meet with Chief of Police Hanley to build a relationship with the Police Department.
- Anti-Semitic material was disseminated at the Middlebury College Library. Board members may wish to think proactively about how to react if such materials were to be found at Ilseley.
- Some flooding in between the downstairs meeting room bathrooms was caused by a leaky hot water heater. The hot water heater will be replaced.
- The review of fire safety systems required \$1000 in repairs to the sprinkler system.
- Current actual financial statements were received from Jackie Sullivan. Library finances are administered by the town's Treasurer's Office and Accounting Services.
- The annual review process of library staff is getting under way. The initial process this year is goal setting. A performance review based on achievement of these goals will take place in June 2019. John expressed concerns about conflicts between staff and asked what can happen to make the library a friendlier place. Dana noted that she deals with specific issues as they crop up throughout the year.
- Dana highlighted the Freegal Music service that permits patrons to download and stream free and legal music as a gift from the library. In July, patrons with a library card will be able to stream music for five hours a day. Instructions on how to use the service are on the Ilseley website. <http://www.ilseleypubliclibrary.org/movies-music/> An app can also be downloaded to use the service on Android or iOS mobile devices. John noted that this service presented a great opportunity to promote the library. Barbara suggested that the Front Porch Forum e-list would be a useful vehicle for communication. Amy offered to share Front Page Forum listings with Bristol and New Haven residents.
- Alice noted that the Keurig K-cups in the coffee bar are very wasteful. Barbara said that the K-cups from San Francisco coffee are recyclable. Dana said that she was trying to find a less wasteful way to provide coffee to patrons on demand, but that other methods presented difficulties for a number of reasons.
- Dana noted that she had previously raised the concern that the soft and comfortable chairs in the second floor contributed to their attractiveness to patrons who then fall asleep. She is considering

making the upstairs less comfortable for sleepers by using hard chairs. Barbara expressed approval for the hard chairs idea.

- John asked if we did not have more than three meeting rooms available for use. Dana indicated that one small room off the Vermont room is currently largely used for storage. A clean out is in process. At present, meeting rooms are available on a first-come, first-served basis. We don't want to advertise their availability if we aren't able to accommodate potential users. John noted that part of our vision for the library is to make it a place where people can come and create their own series of things. Catherine suggested that a booking policy be worked out sooner rather than later.
- The trustees expressed thanks and approval for Dana's written report and listing of upcoming events.

### **CLARIFICATION OF MISSION STATEMENT**

Dana noted that we are currently disseminating two slightly different mission statements. One, appearing on the library's website [as of April 16] is from the board's October 2015 Strategic Plan <IPLFinalStrategicplanOct2015.pdf>. The other appears in the most recently approved version of the bylaws <Bylaws-as-amended-Jan-2016.pdf>. Dana asked the board to decide which mission statement should be used.

John suggested that the bylaws should be revised.

DECISION 4: The board decided to approve the mission statement as written in the bylaws as amended on January 2016 as the current mission statement of the library.

ACTION ITEM 6: Dana will ensure that the approved mission statement is appropriately displayed on the library website.

ACTION ITEM 7: Barbara will ensure that work to revise the mission statement is one option for discussion at the upcoming retreat.

### **RETREAT**

Barbara reviewed the proposed agenda for retreat as follows. <DRAFT Agenda for Ilsley Library Board Retreat.pdf>

Part 1: Discussion of open-ended questions

Part 2: What projects will the board accomplish this year?

Lunch and open discussion

Part 3: Develop process for projects

Part 4: Combine process with plan of action, board calendar, assign responsibility

Part 5: Reflection

The meeting will take place on Saturday, May 5<sup>th</sup> from 10AM to 4PM at the home of John Freidin, address to be published in the meeting warning. Attendees are requested to bring their own lunch, to arrive at 9:45AM so that the meeting can begin promptly at 10AM, and to park in such a way that they do not block the left side of the garage door.

ACTION ITEM 8: Dana will warn the retreat as a special meeting including the time and address.

ACTION ITEM 9: Catherine will send a reminder to board members in advance of the meeting.

ACTION ITEM 10: In advance of the retreat, all will review the proposed agenda and make any suggestions to Barbara about possible projects that the board might undertake in the coming year.

### **LISTENING TOUR**

Barbara asked to change name of the recently approved Education Committee to the Listening Sessions Committee. She presented the draft of a proposed charge from the board to the committee. <Ilseley Library Charge to the Education Committee.pdf> She noted that she was working on a list of potential focus groups.

John asked for clarification of the work of the committee. Barbara and Catherine indicated that the work of the committee was primarily listening, rather than talking, to gain ideas for further developing the program of the library and to elicit public support. Results of these sessions would be used to inform our program as we move ahead with the renovation project.

DECISION 5: The board voted to change the name of the committee from the Education Committee to the Listening Sessions Committee.

The board deferred action on approving the charge until a process is developed for establishing committees and directing their work.

### **PROPOSED WALT WHITMAN ONE MAN SHOW**

Barbara proposed asking her friend, the actor William Kinsolving, to present his one-man show on Walt Whitman at the library on Thursday, September 20<sup>th</sup> at 7:15PM. The idea is to invite the Friends of the Library to this event rather than to open it to the public. About 100 people would be invited to the event at which we would also talk about the library and present light refreshments. Mr. Kinsolving will waive his normal fee so there would no cost to the library—at least for his performance.

DECISION 6: The board decided to ask Mr. Kinsolving to present his program and to invite the Friends of the Library to attend.

ACTION ITEM 11: Barbara will confirm the invitation with Mr. Kinsolving.

Details of the event will be worked out as the date of the event approaches.

### **UNFINISHED BUSINESS**

Committee of Three John gave the board some background on the “Committee of Three.” The idea, approved by the board in 2017, is to create a 3-person committee of well-informed and well-regarded citizens who would look carefully at the proposal of the architects and provide their frank views of how to make the proposal better, to point out flaws, and possibly to suggest how to gain public support for the project. John described his initial outreach to potential members of the committee, noted that

some of them were quite busy with other commitments, and suggested that we defer convening this group for some time. There was general agreement from the board.

New boiler Alice noted that the town is currently considering the costs of replacing the boiler in the library. She proposed that we cost out the alternatives of renewable energy for the heating system, noting that both the town and the state have expressed a wish to focus more on renewable energy. John asked why we were planning to replace the boiler now when there are plans in the works for a substantial renovation to the building. Dana said the boiler is in such poor condition that it needs to be replaced. The alternative is no heat in the library—possibly for a five-year period—which is untenable. Alice asked if it would be possible replace the boiler with an energy-efficient heating system working from renewable energy. Amy asked about the decision-making process for such items. Is a decision on this type of infrastructure issues a decision for the town or for the library board and staff? Who has input and final say?

New board orientation John noted that he had met with Alice and Amy on April 4<sup>th</sup> to describe the background of the planning for library renovation and offered to share links to useful documents with the board.

Trustee resource: Joe shared a website from the New York Association of Library Trustees <http://www.librarytrustees.org/> and recommended that board members review their database of policies.

#### **ADJOURNMENT**

Chair Catherine Nichols declared the meeting adjourned at 7:11PM.

#### **NEXT SPECIAL MEETING**

Retreat on Saturday, May 5<sup>th</sup>, 10:00AM, home of John Freidin (address to be found in the forthcoming meeting warning)

#### **NEXT REGULAR MEETING**

Monday, May 14<sup>th</sup>, 5:30PM, Jessica Swift Community Meeting Room, Ilseley Library

Respectfully Submitted,  
Joe McVeigh, Recording Secretary

#### **ACCOMPANYING DOCUMENTS**

Agenda 4.16.2018.pdf  
Ilseley Board Meeting Minutes 3-12-18 Draft.docx  
Director's Report 4.16.18.pdf  
IPLFinalStrategicPlanOct2015.pdf  
Bylaws-as-amended-Jan-2016.pdf  
Ilseley Library Charge to the Education Committee.pdf

DRAFT Agenda for Ilseley Library Board Retreat.pdf  
Winchester Lib Condolence.docx

**SUMMARY OF DECISIONS**

1. changed the date of board meetings in September and October to the 3<sup>rd</sup> Monday
2. approved the minutes of the March 12<sup>th</sup> meeting as amended
3. appointed Alice Eckles to be Ilseley Library Board representative to the MCTV board
4. clarified that the mission statement as written in the bylaws approved in January 2016 should be the current mission statement
5. changed the name of the Education Committee to the Listening Sessions Committee
6. agreed to ask actor William Kinsolving to present a one-man show on Walt Whitman at the library on Thursday, September 20, 2018 and invite the Friends of the Library to attend

**SUMMARY OF ACTION ITEMS**

1. Catherine will meet with the Town Manager to discuss the library director’s performance review process (carried over from previous meeting.)
2. Joe will amend minutes of the previous meeting and send to Dana who will post them.
3. Dana will check with Laura Keenan on the issue of display of smoking/vaping products vs. civil liberties.
4. Barbara will ensure that the retreat agenda provides as one option for board work, the establishment and review of policies and the revision of the bylaws.
5. Alice will join the MCTV board and attend meetings as a representative of the Ilseley Library Board.
6. Dana will ensure that only the currently approved mission statement is displayed on the library website.
7. Barbara will ensure that the retreat agenda provides as one option for board work, the revision of the mission statement.
8. Dana will warn the May 5<sup>th</sup> retreat as a special meeting.
9. Catherine will send out a reminder to the board in advance of the retreat.
10. All will consider ideas for board work and projects during the upcoming year and share with Barbara.
11. Barbara will issue the invitation to William Kinsolving to present his one-man show.

**TABLE OF RESPONSIBILITIES FOR ACTION ITEMS**

ITEM	DESCRIPTION	CATHERINE	AMY	FAITH	ALICE	JOHN	DANA	JOE	BARBARA
1	Update calendar for fall meeting dates	X					X		
2	Post meeting minutes						X	X	
3	Research smoking policies vs. civil liberties						X		
4	Retreat agenda: policies, bylaws								X
5	Attend MCTV meetings				X				
6	Display current mission on website						X		

7	Retreat agenda: mission statement								X
8	Warn retreat as special meeting						X		
9	Reminder to board members about retreat	X							
10	Consider ideas for retreat and share with Barbara	X	X	X	X	X	X	X	X
11	Issue invitation to W. Kinsolving for Walt Whitman performance								X