



**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, SEPTEMBER 24, 2018  
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.

Library Director: Dana Hart.

Public: Joe McVeigh, Recording Secretary,

John thanked to Barbara for bringing Walt Whitman event to Middlebury.

**CALL TO ORDER**

<See Agenda in the board packet >

President Catherine Nichols called the meeting to order at 5:35PM.

**APPROVAL OF MINUTES**

<See Ilsley Library Board Meeting Draft Minutes 8.13.2018 in the board packet >

Board members reported on the completion of their responsibilities from the regular meeting of July 9, 2018.

DECISION 1: The Board approved the minutes of the regular meeting of July 9, 2018 without amendment.

ACTION ITEM 1: Joe will forward edits to Dana who will post the minutes appropriately.

**PUBLIC COMMENTS**

Amy represented Ilsley at an update meeting of the Neighbors Together group. This group is hoping to get a grant from VTrans. Amy said the library would be glad to be a part of it. Amy shared information from the Project for Public Spaces.

Catherine and Dana attended a meeting when Governor Scott came to town.

Catherine has been attending meetings in which designs for the new version of Triangle Park has been discussed and would be glad to share information.

## **COMMITTEE REPORTS**

### **Ad Hoc Bylaws Committee (Members: Faith & Joe)**

#### Discussion of Mission Statement

It was the sense of the meeting to remove the mission statement from the bylaws and to have it as a separate statement.

DECISION 2: The board agreed to task the Ad Hoc Policy Committee with drafting an updated version of the mission statement.

ACTION ITEM 2: The Ad Hoc Policy Committee will address the issue of a revised mission statement.

#### Discussion of Proposed Revision to Article VI: Amendments to the Bylaws

Faith and Joe suggested that the current practice, which requires noting the date of each and every amendment to the bylaws was cumbersome and unwieldy and suggested that an indication at the end of the bylaws that they had been amended would be sufficient, if good records were kept.

John suggest continuing with the present method in order to make very clear when each change occurred.

Substantial discussion ensued. Barbara proposed that a footnote might solve the problem by making the bylaws easier to read. on whether or not to note each amendment date by date. JM: hard to read. Read them as a whole.

It was moved that we continue the practice of stating after each article the most recent date that it was amended. However, there was no second for this motion.

#### Discussion of Article IV: Committees

DECISION 3: The board asked the Ad Hoc Bylaws Committee to make a recommendation about how committees should be appointed and described in the bylaws.

ACTION ITEM 3: The Ad Hoc Bylaws Committee will make a recommendation.

#### Number of board members

John voiced the opinion that we should expand the board to 7 people if we are going to have multiple committees.

Catherine noted that we are third busiest library in the state. We might consider that.

Amy/Faith believe that VT library law suggests a minimum of 5, though does not set a maximum number.

DECISION 4: The board asked the Ad Hoc Bylaws Committee to make a recommendation about the

number of trustees.

ACTION ITEM 4: The Ad Hoc Bylaws Committee will make a recommendation.

### **Ad Hoc Finance Committee**

**(Members: Amy, Dana)**

Dana came included a proposed operating budget in board packet. This includes \$40,000 for a new position. However we need to go to the town and see if it will be approved. She noted that it is up to the town's personnel committee as to whether this position request will go through. They may not pass it. If not, we will submit it next year. If it doesn't go through then the budget needs to be altered to reflect that.

Dana will meet with Kathleen Ramsey to get update on COLA information.

John asked if it would be possible to see a budget that compared the proposed operating budget with the actuals of the previous year.

John noted that there seemed to be errors generated in the budget figures by the town.

It is further challenging that the budget cycle of the East Middlebury Prudential Committee operates on a calendar year rather than a fiscal year.

ACTION ITEM 5: If the position is not approved Dana will update the budget with changes.

### **Ad Hoc Policy Committee**

**(Members: John, Joe, Dana)**

John presented the Draft Internet Policy. We are taking a clear policy on not filtering the Internet. There is some effort on the part of the children's librarians to make sure that children are not seeing violent content. However, parents and guardians are solely responsible for their children.

DECISION5 : The board voted to approve the revised Internet Policy and the revised Meeting Room Policy.

John noted that the Volunteer Ambulance People have a really nice meeting room. The library meeting room is in great demand. He suggested that if the town needs meeting rooms for training purposes, etc. it could use the ambulance meeting room.

The board discussed the proposed policy on library cards, fines and fees and the proposed policy on children in the library.

### **Ad Hoc Director Support and Evaluation Committee**

**(Members: Catherine & Alice)**

Catherine noted that she will be working with Kathleen Ramsey on the director's evaluation process. They will work to develop something similar to town's process but make it clear that the board retains the responsibility for evaluating the library director. Using the town's timing, we will plan for an informal evaluation in January and a more formal evaluation at the close of the fiscal year.

**FRIENDS OF THE ILSLEY LIBRARY REPORT**

Friends President Lorrie Muller thanked the board for inviting the Friends to the Walt Whitman event. She noted that the friends hope to increase their membership which is currently only a very small percentage of the people who use the library. They are considering the possibility of letting Friends in to the monthly library book sale a few minutes in advance.

She noted that the August library book sale had 2 months' worth of books and made more than \$1,000. Typically the monthly book sale nets about \$5,000.

Because of confidentiality, it is not possible for the library to share its mailing list with the Friends, which complicates the matter of increasing membership.

**DIRECTOR'S REPORT**

Dana reported that she had learned the Vermont Department of Housing and Community offers grants for upgrading programs. About 2/3 of people get funding.

John suggested getting to know people in Vermont Community Foundation. They may have access to this kind of grant.

The coffee program is being started on an experimental basis.

Dana anticipates that as the weather cools off, there will be more issues with substance abuse in the library by those who don't have another place to go.

**DISCUSSION OF ACTION PLAN FOR LIBRARY HEATING ASSESSMENT**

Dana and Dan Werner met with the town's Energy committee and with Efficiency Vermont. They plan to meet next week with Vermont Gas. They hope to move forward with an inspection and use \$20,000 for inspection, upgrades, and an energy design narrative to put out to bid. In particular they hope to a new boiler quickly as the present boiler is leaking. We need a prudent response for the year.

She noted that a new boiler could cost more than \$200,000. For the present, based on a recommendation from Kathleen Ramsey, she will put \$50,000 in the capital budget as a placeholder. If it is expensive as we think it will be it might have to be a bonded issue.

John noted that wood pellets might be an option for the expansion and suggested seeing if we could get a deal from a single supplier on multiple heat pumps.

Amy suggested the possibility of a grant.

John suggested looking at community block development grants.

**BOARD COMMENTS AND UNFINISHED BUSINESS**

BDW will give individual assignments on what to do for the Tell\_Me Tours.

Amy noted that her houseguest from California wishes her library was as cool as ours.

**ADJOURNMENT**

President Catherine Nichols declared the meeting adjourned at 6:58PM.

**NEXT REGULAR MEETING**

Monday, October 15<sup>th</sup>, 5:30PM, Jessica Swift Community Meeting Room, Ilsley Library

Respectfully Submitted,

Joe McVeigh, Recording Secretary