



**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, OCTOBER 15, 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, Alice Eckles.

Library Director: Dana Hart.

Public: Joe McVeigh, Recording Secretary; Barbara Doyle-Wilch, chair of the Tell Me Tours committee; Lorrie Muller, President of Friends of the Library; Kyle Mitchell, MUHS student.

**CALL TO ORDER**

See Board Packet for agendas and accompanying documents.

President Catherine Nichols called the meeting to order at 5:30PM.

**APPROVAL OF MINUTES**

DECISION: The Board approved the minutes of the regular meeting of September 24, 2018.

**PUBLIC COMMENTS**

Middlebury Union High School student Kyle Mitchell introduced himself to the board. He is interested in leadership and is therefore observing different leadership groups in Middlebury. He promoted the annual yard sale to benefit the Diversified Occupations program's history trip. The sale will be held on November 3<sup>rd</sup> from 8am to 2pm.

**FRIENDS' REPORT**

Friends' President Lorrie Muller reported on a new policy that will allow members of the Friends to go to the monthly book sale 15 minutes in advance of the general public. Friends will now receive a membership card to help them keep track of their renewal date. The most recent book sale brought in about \$600. Lorrie thanked director Dana Hart for ensuring that First Wednesday lectures that are held in locations other than the library will now be include appropriate credit to Ilsley Library and to the Friends sponsorship.

**VOTING ITEMS**

DECISIONS: The board approved the adoption of the following policies: Library Cards, Fines, and Fees; Children in the Library; and Reallocating Expenditures in the Budget. The board also approved the removal of the redundant Solicitation in the Library policy, which will be subsumed by the Library Conduct policy.

DECISION: The board approved two separate operating budgets for FY 2020. The director will present the appropriate budget to the town upon learning whether or not a new full-time position is approved. FY 2020 Budget: Operating/General Fund 1 is written assuming that the position is approved. FY 2020 Budget: Operating/General Fund 2 is written assuming that the position is not approved. If new position is approved, will not be asking for an increased number of hours for Stephanie's position. = \$1,800.

DECISION: The board approved the Revenue Budget for 2020 with minor amendments.

### **COMMITTEE REPORTS**

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

(See board packet)

Faith and Joe presented proposed changes to the bylaws relating to position descriptions of the President, Treasurer, and Director including potential committees and the manner in which committees come into existence and in which members are appointed to serve.

John suggested that the President could designate someone to lead meetings.  
John proposed striking the language "with guidance from the board" as vague.

It was noted that either the President or the Treasurer are authorized to make deposits.

John asked what was meant by the treasurer "overseeing" endowment funds. He suggested "keep track of"

Barbara suggested that the bylaws should include something about following Vermont state library law. She proposed that we add a job description for board members.

It was proposed that a standing Finance Committee is not necessary. This work can be done by the Treasurer and the Director. An ad-hoc fundraising committee could be added later if needed.

It was proposed that we add a Director's Evaluation Committee as a standing committee.

#### **Ad Hoc Policy Committee (Members: John, Joe, Dana)**

The committee has drafted some new policies that will be included in the board packet for the next meeting.

#### **Ad Hoc Director's Evaluation Committee (Members: Catherine, Alice)**

The committee has not met since the previous board meeting.

**Ad Hoc Finance Committee (Members: Amy, Dana)**

The committee put together an operating budget that shows how much money we have spent compared to what was budgeted. Some items are naturally front-loaded e.g. online catalog fee, others come up at certain parts of the year, so expenses do not necessarily occur on a strictly even basis.

Some funds in the library trust agency accounts have been overspent. These funds are technically owned by the library and controlled by the board. They are in the board's Vanguard account. Checks are deposited in the Trust and Agency account, which is managed by the town (however, these are library funds, not the town's.) The account includes a mix of different investments. The current balance is \$81,986.50. The annual rate of return is currently 6.9%.

**Ad Hoc Tell Me Tours (Barbara)**

Barbara plans to talk with Lara Keenan. Each board member is asked to talk with 5 individuals for 10 minutes to complete individual responses and return by the next board meeting. Participants can be anonymous if they choose.

**DIRECTOR'S REPORT**

Dana directed board members to her written report and noted that there was a general desire for more of a community room feeling in the upstairs lobby. She hopes to make it into more of a conversation space and will attempt a modest fundraising effort in the spring of about \$7500. She hopes that the Friends will support the project and hopes to get 100 people to donate \$25 each. John suggested talking to Woodware as a possible vendor for furniture.

The Friends approved supporting the serving coffee in the library and have contributed funds to purchase a Keurig coffee machine.

The library received a matching VLTC/PACIF grant of about \$3,000 which will be used to purchase ergonomic chairs, keyboard trays, and standing desks for library staff.

**COMMENTS**

Barbara noted that the article that John had shared was very engaging. She noted that there is rarely time at board meetings to think forward. Could we have a "think session" to ponder how the library could address some of the concerns in the article? Catherine noted that "lack of community" is seen as a need. It was suggested that we either have an informal get-together to discuss these issues or address them at next spring's retreat.

Amy noted that she was glad to read the job description for the potential new position on the library staff. A new position would meet many current needs.

Alice asked for clarification about a meeting held on September 12<sup>th</sup> with Efficiency Vermont that was

discussed at the September 24<sup>th</sup> board meeting.. She asked who the “we” referred to in the meeting report, as she felt that the “we” did not necessarily represent her views. Dana explained that this was not a board meeting, but a meeting held with Dana, Dan Werner from the town and with Efficiency Vermont. The “we” in the report referred to opinions of Dana and Dan, not of the library board.

**ADJOURNMENT**

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

**NEXT REGULAR MEETING**

Monday, November 12<sup>th</sup>, 5:30PM, Jessica Swift Community Meeting Room, Ilsley Library

Respectfully Submitted,  
Joe McVeigh, Recording Secretary