

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, JANUARY 14, 2018  
SARAH PARTRIDGE LIBRARY, EAST MIDDLEBURY**

**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: Lorrie Muller, President of Friends; Joe McVeigh, Recording Secretary; Susan Shashok, Kurt Broderson, Executive Director MCTV.

**CALL TO ORDER**

See Board Packet for agendas and accompanying documents.

President Catherine Nichols called the meeting to order at 5:31 PM.

**APPROVAL OF MINUTES**

DECISION: The Board approved the minutes of the regular meeting of December 10<sup>th</sup>, 2018, the special meeting of Dec. 10<sup>th</sup>, 2018, and the special meeting of January 7<sup>th</sup>, 2019.

**PUBLIC COMMENTS**

There were no comments from the public.

**MCTV REPORT**

Kurt Broderson, Executive Director reported that Middlebury Community Television funding from Comcast had been reduced last year. He noted the possibility of even more reduced funding to MCTV due to diminished cable TV subscriptions. He also described the potential for regulatory actions which could lead to further reductions in funding.

Dana noted that Kurt and the board of MCTV have been pro-active in seeking potential other sources of funding. Catherine offered the support of the board in whatever way might be helpful.

**FRIENDS' REPORT**

Lorrie Muller reported that the Friends had recorded 1108.25 hours of volunteer time to put on the book sales in 2018. Receipts from the January sale are traditionally lower and were \$431.25. Monies received from books sold through The Last Word closet and donated at the free books table totaled \$150. The system of allowing members of the Friends to begin shopping early at the book sale appears

to be going well. Lorrie would to add another person to the Friends board, ideally someone with marketing experience.

### **VOTING ITEMS**

DECISIONS: The board approved the revised Bylaws dated January 8, 2019, which were previously presented and discussed at the December meeting.

The board commended Faith and Joe for their work on the Bylaws.

The board approved the adoption of the following policies which were presented and discussed at the December meeting.

- Request to Reconsider Materials Policy
- Animals in the Library Policy
- Materials Selection Policy

The new bylaws created two standing committees of the board. Catherine appointed Faith, John, and Joe to the Governance Committee with John as Chair.

Actions will be taken at the February meeting to appoint members of the Director's Evaluation Committee.

### **BRAINSTORMING WAYS TO MOVE AHEAD WITH THE RENOVATION**

There was extensive discussion; see Appendix I.

### **COMMITTEE REPORTS**

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

The Ad-Hoc Bylaws Committee has completed its charge and will disband. Based on the approval of the revised bylaws, future review and revision of the bylaws will become the responsibility of the Governance Committee.

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

The ad-hoc committee is presently considering the revision of one policy:

- Treatment of Gifts

and the creation of two new policies:

- Sustainability Policy
- Board Code of Ethics

As a result of the passage of the Bylaws the Ad Hoc Policy Committee will become the Governance Committee.

#### **Director Evaluation Committee (Members: Catherine & Alice)**

The Director Evaluation Committee will meet in April.

**Finance Committee (Members: Amy & Dana)**

Amy presented the quarterly financial report noting that we are about halfway through the year. The library will stop ordering new materials in June as the end of the fiscal year approaches.

Dana gave a presentation to the Select Board on next year's budget. It appeared to be well-received. The Select Board will meet on Tuesday, January 15 to receive public input on the budget. Dana and Amy will again attend.

So far \$1647 dollars in unrestricted gifts has been received for this fiscal year.

A gift of stock was received for the Alta Gracia fund, which is restricted to printed materials for children. Dana, Faith, and Amy all wrote thank you notes to the donors.

Amy noted the need for policies and processes about receiving gifts. For example, if a gift of stock is received, should it be liquidated?

The board agreed on the need for policy and processes around this matter.

**DIRECTOR'S REPORT**

Dana directed board members to her written report

The town energy committee is asking if the library wants to participate in an energy audit. Right now working with Dan Werner we have a pretty good idea of our priorities. The board gave general approval to pursue an energy audit.

Catherine noted the occasional use of the front stairs in the winter and the explanatory sign.

Plouffe will return to look at the heat yet again.

Dana and Amy will attend the Select Board meeting for public input into budget. Sarah Partridge Librarian Mona Wheatley will represent Ilseley at the Prudential District #4 annual meeting.

John voiced his general opposition to the idea of video camera surveillance in the library. He note with disapprobation, the cameras in the entry to the town offices. Dana noted that the library already has video cameras pointing towards the entry to the downstairs rest rooms which are not visible to anyone working in the building. The feed is not live and erases every 24 hours.

Barbara Doyle Wilch has agreed to facilitate a board planning retreat in April.

**ADJOURNMENT**

President Catherine Nichols declared the meeting adjourned at 7:07PM.

**NEXT REGULAR MEETING**

Monday, February 11<sup>th</sup>, 5:30PM, Jessica Swift Community Room

Respectfully Submitted,  
Joe McVeigh, Recording Secretary

**Appendix I, BRAINSTORMING WAYS TO MOVE AHEAD WITH THE RENOVATION**

- Three possible options
  - Move forward with present plan
  - Work with architects to come up with a new plan with a lower price tag
  - Wait

Must change entrances and children's room.

Susan Shashok: from perspective of former select board member and member of the library building committee. If going ahead with present plan, you must consider it with the town and other things going on. How will you pay for it? Town has been taking big projects and breaking them down into smaller parts.

CN: We anticipate raising roughly half. We are also aware that there is a lot going on in terms of fundraising: Congregational Church; Co-op; UU Church. The college is not interested in contributing anything these days. Not interested in taking on any large projects in the next few years. The Town will need to set new priority projects after elections.

Downtown Bridge Project

Water Bond Vote has not been brought forth – for water infrastructure – Infrastructure committee just broke down \$7 million Exchange St, Route 7 south, Middlebury Flood Resiliency Project \$2 million (\$450,000 from Town.) Still on the list. Need to know where we are on the list.

Priority: have to go through staff, select board, priorities, and town voters. There are select board members who every year would like to make things happen but they don't make it on the list.

The support for the project is out there except for the money. How do you get projects forward when you don't have money?

FG: How realistic would it be to go back to Bachman and ask them to achieve the goals while lowering the price tag? Are there other architects out there who might do that?

JF: The building committee had 14 responses to RFQ. We interviewed 4 and hired 1.

JAM: Library contributed some of their own funds. How was planning paid for?

DH: Agree with Faith. Can we go back and do something different?

SS: Think about what you are willing to give up.

JF: The problem is we need to move children out of the basement. Could we put a ramp on the south face of the original building and come through the windows?

SS: Go back to town and say: we tried, but we can't. Do your homework. Sometimes when there isn't any money, one can still find a solution. Find out where the Yeses are and where the Noes are. Then you can answer those questions very clearly and concisely.

AE: As a fourth alternative, would there be a way to add value to the current plans? Instead of price coming down, add something. E.g. parking under the library. Or a green roof where farmers market could go. Giving people more things than just a library. Make it something people can get excited about like a Net Zero library.

AM: That could potentially open up more ideas for grant funding.

DH: We need to present value-added no matter what. We need to step back and further develop the plans we have now.

JF: The first step is for the library board to decide what it is willing to give up.

DH: I think we should turn it around and ask the public what they are willing to give up. We need the process to be outward facing. Need to be able to have public input to get buy in. Decision in a vacuum doesn't necessarily work well.

AM: Do a Wordle with notes and minutes. If 92% of people said "new meeting room" that's not so anecdotal.

DH: We need to work with architects or other facilitator for more feedback. We also heard the current plans are way too expensive.

CN: Don't we have some plan to "solve" the mold problem?

JF: If you take down '88 and '77 additions then you can dig down and dig around the foundation to reduce water issues.

JF: It is difficult to get the select board to say anything in the way of support. They were thinking only about money and didn't want to take a stand. Glad to spend money on sidewalk or water, but it isn't something that the select board cares about. Select Board values things other than the library. I don't know of any wealthy person who might have any interest in helping this project. It's a town department. It's got to be done by the two groups together.

DH: Lara Keenan in Shelburne had members of the Select Board on their building committee and that was very helpful to their project.

JF: Unanimously supported etc.

SS: I can see why you think that way. I think select board is very supportive of the library. It would need additional funding presented along with the \$9 million. There's 4 ½ to go with it. If you aren't going to have that, you are probably going to have to modify your plan.

Select board has approved an additional person. That doesn't happen every day. They are going out of their way to support the library. Chicken and Egg situation. You need to get the funding first. A lot of the town still remembers what happened in the first addition in 1988. If you want the response you are looking for you are going to either need to modify the proposal or come up with some money.

To know where you stand is where your budget is in the middle of everyone else's budget. Check the drivers of budget for next couple of years to know where you stand. Know where you are on that list.

AM – We need to be clearer about the timeline.

JM: So the next step is . . . ?

DH: If we stay with the current plan the next step would be fundraising see if this price tag is feasible. But Christine Graham said that it didn't seem feasible to raise these funds right now because community sentiment is so negative.

CN: This is why we did the Tell Me Tours.

CN: CG liked the idea of the Tell Me Tours.

DH: And we learned that the plans for the new building do meet community goals and values. But people think it is too expensive.

JF: Library unanimously supported the report. Select board was in support of the report in principle.

CN: Received report and presented it to the town. It was perceived as too expensive. It also seemed to be perceived as a fait accompli. This is why we opted for the Tell Me Tour.

JF: Not sure how we know would be foolish to do a feasibility study because we hadn't adequately informed the public of what we needed and wanted to do. We were influenced by the feeling on the select board. How much is the current plan going to cost someone who owns a \$300,000 bond? We need that kind of information.

SS: A reappraisal is currently happening. So that will affect the tax rate.

SS: With the current plans, the concept is there, but I don't know about the money.

JF: What is a reasonable amount to spend?