

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
JUNE 14, 2021  
ELECTRONIC MEETING VIA ZOOM PLATFORM**

*MINUTES - DRAFT*

Board decisions are unanimous unless otherwise noted.

Present

Board members: Joe McVeigh, President; Catherine Nichols, Secretary; Andy Hooper, Treasurer; Amy Mincher; Meg Baker  
Library Staff: Tricia Allen, Chris Kirby, Acting Co-Directors; Dana Hart, Director  
Recording Secretary: Saskia Gori-Montanelli  
Public: David Weinstock

**MEETING CALLED TO ORDER**

President Joe McVeigh called the meeting to order at 6:30 pm. See Board Packet for agenda and accompanying documents.

**APPROVAL OF MINUTES**

The minutes of the regular meeting of May 10, 2021 and the minutes of the special meeting of May 23, 2021 were approved.

**PUBLIC COMMENTS**

David Weinstock, who has facilitated poetry workshops at the Ilesley Public Library and has volunteered to help with public communications, introduced himself to the trustees.

Acting Co-Director Chris Kirby stated that he received an email from a patron commenting on the new website, which “has lost a great deal of its transparency and usefulness for dedicated patron users.” The patron expressed concern about the visibility of the return dates and the ability to see holdings from other Vermont libraries as had previously been possible. Chris replied to the email addressing his points, and the trustees briefly discussed the possibility of altering the interface to meet the needs of the public.

**FRIENDS REPORT**

Secretary Amy Mincher said that the Friends of the Library recently had an audio/visual sale, which made them over \$400. The next sale is scheduled for August. Catherine Nichols asked who moved the materials back and forth and set up the tables. Amy replied that everyone pitched in, and that the process was relatively

easy. The library is still not accepting book donations from the public. Amy noted that the Friends are unsure of how to price expensive books because the person who priced them in the past has retired.

The Friends are seeking new board members, as well as people to help with the book sale. Joe suggested that Recording Secretary Saskia Gori-Montanelli might be able to encourage high schoolers to help out, which she agreed to do. Amy and Joe plan to meet with the President of the Friends in the near future to review terms of the draft Memorandum of Understanding between the Friends and the Library.

### **MCTV UPDATE**

Meg Baker reported that the MCTV board had their first in-person meeting, where they re-elected the same slate of officers. During their meeting, they discussed summer programming; all summer activities and camps are planned to be completely virtual. Kurt Broderson is anticipating that in-person activities will be available in the fall.

For many years Middlebury College has provided internet service to Illesley. In an effort to tighten up their internet security, the college hopes that the library will find a new internet service provider. Kurt Broderson and Chris Kirby are researching possible options.

### **REVISION OF POLICY ON LIBRARY CARDS, FINES, AND FEES**

Meg reviewed the changes to the Policy on Library Cards, Fines, and Fees. The new policy removes fines for overdue materials. However, patron borrowing material privileges may be suspended for lost or damaged items from the collections.

There is a sentence in the policy that states, "Parents or guardians shall sign the library card applications of their children until they enter 7th grade and shall be responsible for all materials they check out and for all fines or other charges they incur." Acting Co-Director Tricia Allen said that it would be beneficial to change "7th grade" to "6th grade" because middle school now starts in 6th grade.

Andy Hooper moved to amend the Policy on Library Cards, Fines, and Fees by changing the wording of "7th grade" to "6th grade". Meg Baker seconded the amendment.

Vote: with 5 in favor, the policy was amended.

Meg Baker moved that the trustees approve the Policy on Library Cards, Fines, and Fees as amended. Catherine Nichols seconded this amendment.

Vote: with 5 in favor, the revisions to the policy were approved.

### **BUDGET REPORT**

Tricia shared a brief report of the end-of-the-fiscal-year budget that had been submitted to the town.

Due to the pandemic, the library significantly underspent the amount budgeted for the year. It was wondered whether we might be able to use some of the surplus towards planning for the renovation/expansion project. However, municipal entities are not permitted to carry operating funds over into the next fiscal year.

Dana noted that by opting to go fine free, we have reduced the amount of revenue we bring in.

Tricia noted that some patrons have paid their fines, though we were not pushing people to pay fines. As of July 1 we will no longer charge fines. However patrons will be billed for lost materials (defined as overdue by 56 days.)

### **DIRECTOR'S REPORT**

Acting Co-Directors Chris Kirby and Tricia Allen drew the board's attention to their written report (see board packet.)

Library Director Dana Hart announced that Hayley Coble has been hired for the full-time circulation position that was previously occupied by Susan Gowen. Hayley will be joining the Ilsley Library team from Minnesota.

Joe mentioned Governor Scott's recent lift of Covid-19 restrictions, and wondered if safety rules would change in the library building. Tricia said that as a town department, the library will follow town policies, so masks will no longer be required in the library building for vaccinated patrons. However, youth staff will continue to wear masks to model the recommended masking behavior for children. There are signs in the children's room addressing the fact that while it is not required to wear a mask, it is recommended to wear one if a patron is not vaccinated. Tricia said that all staff is now fully vaccinated.

Joe asked about the new raised beds in the garden. Tricia said that they were made by a group at the Hannaford Career Center, and that a few families have already signed up to maintain them. Although they are currently in the rear flower garden, they will be moved to the area between the library and the Marquis Theater building. Andy was impressed by the craftsmanship.

Dana said that after receiving feedback from patrons, she has decided to change regular library hours on weekdays to 8am-6pm instead of 9am-7pm.

### **PLANNING FOR RENOVATION/EXPANSION PROJECT**

The trustees reviewed the library retreat brainstorm google document, specifically focusing on the vision statement for the library building which is meant to guide the proposed design team and renovation plans.

The goal was to come to agreement on a broad vision statement, and later to focus on key aspects that should be included in the design.

The proposed vision statement is, "The new Ilsley Public Library will be a safe, welcoming and accessible community hub with the flexibility to enrich community members' lives now and into the future."

Tricia said that she liked the statement, and that she was pleased about the inclusion of the words "welcoming" and "accessible". Earlier in the meeting, it was noted that a member of the public

had commented that was no mention of collections or materials in the general discussion of the renovation expansion project. Tricia had noted the lack of attention to collection. David agreed that because libraries revolve around books, specific wording about book collections and materials should be part of the vision statement.

Joe said that the trustees need to go to the select board with a potential charge for a new committee (design team), and give that committee marching orders that include a larger vision as well as some specific guidelines.

Meg thought it would be beneficial to define some of the words in the statement, such as “safe” and “flexibility”. She said that if they understood the terms in the same way, they could better understand what they were missing. Dana said that this could happen at a future meeting. She wondered whether the board should settle on vision words first, or have Meg’s conversation and then decide whether the vision statement is accurate.

Chris and Catherine added that the word “safe” was not an inspiring part of the statement, as there’s so much more they want the building to be than just “safe”. Their idea was to start with the word “welcoming” instead of “safe”. Dana agreed.

Chris liked the notion of flexibility in the statement and the idea that it could function dynamically over time. Catherine suggested adding a second sentence about how the library is so much more than a place for books.

Chris added that a substantial part of the appeal of libraries is that they serve as places that cultivate inner lives. He said that one may be engaging with other people in the building, but mostly one is cultivating their inner life through the media, space, and activities that the library offers.

Meg said that a vision statement is “dreamy”, while a mission statement digs into the who, what, and how. She said that the board’s “vision statement” was more of a mission statement because it discusses what’s going to happen, who it’s going to make a difference for, and how. She said that it is difficult to have a vision statement for a *building* that’s different from the statement of the library.

Dana said that whatever category the statement falls into, it needs to communicate what the building needs. She said there needs to be follow up information after the statement that delves deeper into the detail and gives more context to the statement.

#### **BOARD COMMENTS AND UNFINISHED BUSINESS**

Catherine was excited that the library is opening up, and also to have Dana come back from maternity leave.

The town has also been working on creating a hybrid option for meetings in the large conference room in the town offices so that meetings can be held in person and online simultaneously. .

The board agreed to hold their next regular meeting in-person at a location to be determined.

Joe thanked Chris and Tricia for stepping in to Co-Direct during Dana’s leave and commended them for their excellent work on behalf of the board.

**ADJOURNMENT**

President Joe McVeigh adjourned the meeting at 8:00 p.m.

The next regularly scheduled meeting will take place on Monday, July 12, at 6:30 p.m. at a physical location to be announced.