

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 7, 2022  
JESSICA SWIFT COMMUNITY MEETING ROOM and  
remotely via Zoom electronic platform**

Board decisions are unanimous unless otherwise noted.

Present

Board members: Joe McVeigh, President; Catherine Nichols, Secretary; Andy Hooper, Treasurer; Amy Mincher, Meg Baker

Library Director: Dana Hart

Public: Steven Jay Gross, Robert Borden

Minutes taken by Saskia Gori-Montanelli.

**MEETING CALLED TO ORDER**

President Joe McVeigh called the meeting to order at 5:00 pm.

See Board Packet <Board Packet 2.7. 2022.pdf> for agenda and accompanying documents.

**APPROVAL OF MINUTES**

The minutes of the regular meeting of January 11, 2021 were accepted.

**PUBLIC COMMENTS**

Robert Borden announced that he was present at the meeting remotely in honor of his wife Catherine Nichols, who will be retiring from her position on the board after seven years of service.

**DIRECTOR'S REPORT**

Library Director Dana Hart stated that there a new State Librarian would be taking office on February 13, 2022. The Interim State Librarian is applying for funds the state from pandemic relief sources and features Ilsley in his presentation highlighting a need to upgrade facilities. Dana explained that The Dolly Parton Imagination program is sponsored by Addison County Readers. They are proposing a bill that would require the Department of Libraries to take over their responsibilities, such as staffing and fundraising for this program. A representative of Addison County Readers asked Dana to sign a letter in support of the bill. However, Dana's colleagues were not in favor of the bill, citing numerous complications, so she opted not to sign a letter of support.

Dana addressed the elevator entrapment that took place on January 14, 2022. After the fire department helped the trapped staff member out of the elevator, an inspector from Vermont

Elevator came, but couldn't find anything wrong with it. Dana explained that rock salt gets into the elevator treads, which damages it. There is not much that can be done, and each inspection costs from \$500-\$1,000.

President Joe McVeigh directed the board's attention to the library's annual Impact Report. He compared the report to the one from 2 years ago, and noted that there were different metrics now such as books on sticks and virtual programs. Dana was glad to hear that the report shows the flexibility of the library, especially because statistics have been less impressive during the pandemic.

Catherine Nichols wondered when the trustees started using Impact Reports, and Dana said that they've been using them for 4 years. There was some discussion about whether "Impact" was an effective word for this. Dana was open to other ideas, but thought that "Impact" was standard phrasing for non-profits.

Dana stated that she finished teaching her winter class, and she hopes to teach it again.

#### **QUARTERLY FINANCE REPORT**

Dana gave an overview of the operating budget, noting that the library would be over budget. For example, we will be over budget in the areas of facility and maintenance costs. General personnel budgets are on track, but part time/temporary personnel is under budget.

Newspapers will be over budget, but the number will be offset with downloadables. Building maintenance will be over budget because there was a significant increase in service calls for the elevator and the heating system. \$11,000 has already been spent for this Fiscal Year, meaning that anything between February and July would be over budget by about \$5,000-\$6,000. This will mean that less money will be spent on collections in the spring of 2022.

Meg Baker asked if the trustees could approach the town of Middlebury and ask for a fund to cover the extra costs. Dana replied that she will inform Kathleen Ramsay of the situation as well as how the trustees are planning to compensate for it. If Kathleen had extra capital improvements funds, she would let Dana know. The most appropriate thing to do would be to try to balance the costs.

#### **UPDATE ON HOMECARD**

Chris Kirby, Renee Ursitti, and Dana Hart recently attended a Homecard consortium meeting. It was successful because they learned that Ilsley is not the only library that has restrictions on items that can be borrowed by non-library cardholders. The 3 Ilsley representatives voiced their concerns about the ability to place holds on Ilsley items, but there wasn't a substantial conversation about it at the meeting. The consortium was on board with the library staff pursuing a solution.

Dana added that Richard Pritsky, a librarian in Williston, Vermont, said a solution can be found for this issue, though it might be expensive. Dana stated that restrictions need to be put on

KOHA, because, at the moment, the restrictions are only on the website. The issue is that it isn't possible to create specific rules for non-Ilsley Homecard users. Amy Mincher said she wouldn't plan on investing much money on this because it doesn't seem like a pressing issue. Dana agreed that it wasn't pressing at the moment, but things might be different in the future.

#### **UPDATE ON ILSLEY 100 PROJECT TEAM**

The trustees discussed the Ilsley 100 Project Team. Joe reported that one lesson learned from the 2017 attempt was that the issue was not really with the design, but with the lack of money to pay for it. The task of the Ilsley 100 Project Team is not only to come up with the design but to figure out how to pay for it, and how to get citizens to support a bond vote. Joe reviewed the composition of the group: 2 Ilsley trustees, 2 members of the Selectboard, the Library Director, 1 representative of town administration (possibly Judith Harris), 3 public members, 1 of whom has library building expertise (possibly Barbara Doyle-Wilch), 1 person with funding expertise, and 1 person with community engagement expertise. 2 of those members would also work on subcommittees dealing with community engagement and funding.

Joe and Dana will present the final report of the Working Group to the Selectboard on Tuesday, February 8, 2022.

Dana added that Barbara Doyle Wilch will be holding group interviews with library staff, asking questions about the building and what they think needs to change. She will also interview the Friends of the Library and staff at MCTV. After the interviews, that information will be collected to create a narrative of what the building needs. From that, Judith Harris will make recommended square footage estimates for each space. This will go to the IPL team, and then to an architect.

Dana spoke with Sarah Audette, who offered to put together a proposal to assist the project team.

The trustees discussed community members that could help with community engagement and funding. Joe mentioned a New York Times article about retired community members getting into political discourse, and suggested having a key individual from the retirement community.

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

The trustees presented Catherine Nichols with a gift and thanked her for all the work she has done on the board.

Steve Gross invited all to attend the next meeting of the Middlebury Classic Film Club. The next film will be *12 Angry Men*.

#### **ADJOURNMENT**

President Joe McVeigh adjourned the meeting at 6:30 p.m.

The next regularly scheduled meeting will take place on Monday, March 14th, at 5 p.m.