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Ilsley 100 Project Team  
Minutes of Meeting  
April 14, 2024

Voting members:

Joe McVeigh - Ilsley Library Board (Present)  
Amy Mincher - Ilsley Library Board (Present)  
Dan Brown - Middlebury Selectboard (Absent)  
Farhad Khan - Middlebury Selectboard (Present)  
Jim Gish - Public Member (Present)  
Barbara Doyle-Wilch - Public Member (Present)  
Ken Perine - Public Member (Present)

Non-voting Members:

Dana Hart - Ilsley Library Director (Present)  
Judith Harris – Consultant/Town Liaison from Harris & Harris Consulting (Absent)

The meeting began at 10:00 a.m. in the Ilsley Library Meeting Room.

The agenda was adopted as presented.

Library Visits Update

Dana shared that the Project Team has visits scheduled to the South Burlington and Pierson Libraries at 10:30 am and 1:30 pm respectively, on Tuesday May 17<sup>th</sup>. Farhad suggested inviting Kurt Broderson from MCTV on the tours as well; Dana will extend the invitation. These visits will be warned as public meetings.

Library Activities Overview

Dana presented a document outlining the library’s many activities. Jim commented that he thought this document would be helpful going forward in educating the public about the library’s activities. Ken asked clarifying questions about the metrics supplied on library programs. He suggested that specific demographics might be helpful, and stressed the need for clarity when sharing figures with the public. Amy suggested combining the Library Activities Overview document with the Annual Impact Report. Jim discussed opportunities to break statistics down into manageable chunks the tell a clear story. Joe mentioned “Building the Library of the Future,” a series of articles Dana has been publishing in the Addison Independent.

Square Foot Program Update

Dana gave an update on the progress she, Barbara, and Judith have made in developing a square foot program for the library facility. Dana explained that a building program is a written account of the scope of work to be designed; it describes the various areas, objectives, and square foot requirements. To start the process off, Barbara interviewed library staff and partner organizations on what works well in the current building and what doesn’t work well. Dana and Barbara then drafted descriptions of the different areas the library needs, and reviewed and edited those descriptions over several weeks with

49 library staff. Judith will now review that work, make suggestions, and calculate the square footage  
50 needed for each area.

51  
52 The Project Team asked clarifying questions about the purpose of a program and what their role will be.  
53 Dana shared the Sharon Public Library's building program with the group to give everyone an idea of the  
54 format the building program will look like. Jim asked how the book collection was handled in the  
55 program; Dana answered that the adult collection was divided into "New Adult Materials," and then  
56 "Materials." Joe observed that he was surprised to learn how many book trucks there are in the library,  
57 and dismayed to learn that they don't have a dedicated storage space. Dana commented that another  
58 problem is the lack of a storage space for materials that need to be thrown out, gesturing to the pile of  
59 boxes of trash currently stored in the vestibule of the Community Meeting Room.

60  
61 Ken pointed out that during the visits to other libraries, the Project Team should ask, "Now that you've  
62 built it, how is it working?" Dana commented that the written building program will also allow the  
63 Project Team to assess whether or not there are existing spaces downtown that could meet the needs of  
64 any portion of the building program. Jim asked who was ultimately making decisions about what gets  
65 included/cut to this program. Joe clarified that there should be lots of communication and input  
66 between the Project Team, the staff, the community, and the architects, but ultimately the final  
67 decisions will be made by the Project Team. Joe asked Dana, "Is this program essentially a wish list?"  
68 and Dana replied, "Yes. This is an ideal description of what the library needs." Barbara mentioned the  
69 Downtown Master Plan and how we have the opportunity to implement a lot of priorities from that plan  
70 with the library project.

71  
72 Library Design Presentation

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74 Dana presented a few images of the Baldwin Public Library in Birmingham, Michigan, which was  
75 recognized in the American Library Association 2021 Design Showcase (the presentation can be found  
76 on the library's website). Dana will share images of a different library that has been recognized for  
77 architectural design at each meeting going forward. The presentation brought up the question of  
78 sightlines and considering sightlines during the design process. Dana discussed the importance of  
79 sightlines for safety and public health. Ken asked about compact shelving and why it has fallen out of  
80 favor, and Barbara discussed the impracticalities and inflexibility of compact shelving.

81  
82 Communications Update

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84 Jim reported that he planned on creating a blog about the library project, similar to the community  
85 updates he did for the bridge project. He has created a draft of the first blog post. By the next meeting,  
86 he expects that he and Dana will have a formatted webpage draft to share with the group. He explained  
87 that he wants to build this story up over time and bring the community along with the process. He and  
88 Dana will come to the next meeting with some recommendations on how to get this information out to  
89 the community.

90  
91 Ken and Farhad both shared some examples of how they have used the library recently. Ken proposed  
92 an idea of interviewing people and asking them, "How did you last use the library?" Jim added that this  
93 would be ideally suited to social media. Joe shared the ad campaign from Greenfield, MA public library,  
94 which was very similar to this initiative. The Project Team was in general agreement that this would be a  
95 positive promotional campaign to raise awareness of the library.

96

97 Decision Matrix

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99 Joe gave an overview of the “Artim Matrix,” a proposed decision making tool that would allow the  
100 Project Team to consider various paths forward (for example, staying on site and renovating; renovating  
101 and expanding; moving offsite and building new), their various advantages and disadvantages, and the  
102 costs. Farhad mentioned that Johnathan Miller might be helpful in this exercise. Barbara mentioned the  
103 recent article in Seven Days about zoning in Vermont. Jim said he supports moving forward with this  
104 decision making tool. Ken agreed.

105

106 Joe asked the group 1) do we need the help of professionals to complete this matrix, and 2) what other  
107 information do we need to be gathering to complete the matrix? Jim said we need the square foot  
108 information from the building program (once it is complete). Dana said she likes this approach because  
109 at the end of the exercise the group will have defined a path forward as well as a rough budget, which is  
110 what the group needs to supply to an architect. Joe suggested we work on this as a group. The group  
111 discussed options for moving the library to a new downtown site or taking advantage of existing  
112 downtown facilities to house certain library functions.

113

114 The group discussed what kind of professional support might be needed to assess the costs of the  
115 options proposed in the matrix. The group was unsure if they should be retaining the services of an  
116 engineer, estimator, or architect, but agreed that a request for proposals would need to be developed.  
117 Joe suggested at the next Project Team meeting, the team fill in parts of the matrix based on what the  
118 team already knows, and meanwhile, Dana and Judith should be working on the program so that the  
119 square foot estimates can be plugged into the matrix.

120

121 Scheduling

122

123 Joe reviewed the timeline in the Project Team’s charge, which allots 12-18 months for the work. The  
124 team started brainstorming what various components of the project need to take place to get them to a  
125 recommended plan and budget in 18 months. Joe pointed out that for there to be a bond vote in March,  
126 the Select Board needs a proposal in August. Ken pointed out that it would be good to have at least a  
127 year before the bond vote to start mobilizing private grants and capital campaigns. Dana said she  
128 thought a general design direction and a rough budget might be sufficient to start going after grants.  
129 Amy suggested we needed to have that “general direction and rough budget” at least a year before the  
130 bond vote. Given that time was running short at the end of the meeting, it was agreed that Dana would  
131 develop a basic timeline with key decision points and bring it to the next meeting for group feedback.

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135 The next IIsley 100 Project Team meeting will be Thursday, April 28, at 1:00 pm in the Municipal  
136 Building.

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138 The meeting adjourned at 12:02 p.m.

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140 Respectfully submitted,

141 Dana Hart