

1 IIsley 100 Project Team  
2 Minutes of Meeting  
3 June 16, 2022  
4

5 Voting members:

6 Joe McVeigh - IIsley Library Board (Present)  
7 Amy Mincher - IIsley Library Board (Present)  
8 Dan Brown - Middlebury Selectboard (Absent)  
9 Farhad Khan - Middlebury Selectboard (Absent)  
10 Jim Gish - Public Member (Present)  
11 Barbara Doyle-Wilch - Public Member (Present)  
12 Ken Perine - Public Member (Present)  
13

14 Non-voting Members:

15 Dana Hart - IIsley Library Director (Present)  
16 Judith Harris – Consultant/Town Liaison from Harris & Harris Consulting (Present)  
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18 The meeting began at 10:00 a.m. in the IIsley Library Meeting Room.  
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20 Approval of Minutes

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22 The minutes of the May 26, 2022 meeting were approved as presented.  
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24 Design Example

25  
26 The library design the Team reviewed this week was from the Eastern Parkway Library in  
27 Brooklyn, NY. Harris said a long-time family friend of theirs who lives in Brooklyn uses this  
28 library and talks about it endlessly, and they are currently in the process of renovating and  
29 expanding. She said what struck her was the similarity to IIsley Library in that they're both over  
30 100 years old, they're Carnegie Libraries, but this one is slightly smaller than IIsley. She said this  
31 library went through previous renovations and they're currently in the design phase with an  
32 architecture/design firm for additional renovations and expansion. Harris displayed a power  
33 point slide show that was on the Brooklyn library's website that was used for a public  
34 presentation. Harris said this library renovation and expansion will increase their square  
35 footage by 45% and will cost \$20 million dollars.  
36

37 Communications Update

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39 Hart said she'd been invited to the Middlebury College on their Conflict Transformation  
40 Workshop on how the grant funds will be used. She said it was very interesting and she was  
41 able to meet President Patton and some others from the College she hadn't met before. She  
42 said when she told President Patton about IIsley's upcoming 100<sup>th</sup> year anniversary, Patton had  
43 said to let them know when it was and perhaps they could do some type of celebration jointly  
44 with the Library.

45  
46 Gish said he'd put out his blog on the Team's field trip to Shelburne and South Burlington, and  
47 at this point there are 80 subscribers to the blog.

48  
49 Gish said he got a call from Mike Roy who is Dean of the Library, and he is very committed to  
50 climate change. Gish suggested perhaps the climate action group could be involved in some  
51 way in the renovations and make some suggestions. He said he would stay in touch with Roy.

52  
53 McVeigh said the Library Trustees is strongly encouraging the Team to be thinking actively  
54 about how to engage the community, and they'd like to see this done earlier in the process  
55 rather than later. He said he knows this is tricky when ideas are still forming and there is a  
56 chance these would be misinterpreted.

57  
58 The Team discussed how to engage the community in the square footage programming  
59 discussion and the need to summarize the information gathered previously in the survey and  
60 through community discussions.

61  
62 McVeigh said the vision statement and pillars of the project developed by the project team is  
63 part of their Charge, and it was developed about a year ago by the Trustees as part of the  
64 planning process. Doyle-Wilch said this is what could go to the community and tell them the  
65 pillars were developed based over what the information heard over the past 5-years.

66  
67 McVeigh also referred to the summary of the Tell Me Tour done a few years ago involving 14  
68 focus groups, and said these results were also used in developing the vision and pillars and was  
69 also useful when the Town did the Downtown Master Plan.

70  
71 Funding Update

72  
73 Hart said unfortunately she learned they did not get the congressional funding they had applied  
74 for from Senator Leahy. She said it was very disappointing, and while they indicated we were a  
75 very competitive application, Senator Leahy decided to support all Vermont libraries by moving  
76 forward with a request for \$10 million from the Vermont Department of Libraries. She said she  
77 spoke with the Assistant State Librarian about how she felt Ilsley would be a very competitive  
78 candidate for this funding when available. She said they can apply for a congressional funding  
79 next year, but it would be for a smaller amount. She said any funding from the Department of  
80 Libraries would be along way out due to the congressional funding timeline. She said the  
81 Department of Libraries is also receiving \$16 million in ARPA funding, which will be available  
82 sooner and they're working on the criteria for applying now. She said they are very aware of  
83 our project.

84  
85 She has been talking with Dan Rafferty who is on the Middlebury Energy Committee and there  
86 is a bill coming up that would devote up to \$500,000 in funding to municipal buildings that need  
87 to upgrade their HVAC system. She said he thinks Ilsley would be a very strong candidate for up

88 to the full amount, but of course the Town needs to retain ownership of the building in order to  
89 be eligible.

90  
91 Hart also thanked the Team members for sending in names of individuals who might be  
92 potential donors, and she is compiling a list for future communication and outreach.

93  
94 McVeigh said he's working on setting up a meeting between himself, Perine and David  
95 Hamilton, who is the present chair of the Development Review Board and has a background in  
96 development fund raising. He said his experience is more on the private side than public, but  
97 he is working with a library in Meriden, NH that is about to go through the same process we  
98 are.

99  
100 Gish asked if this project would need to go through the Planning Commission, DRB and Design  
101 Advisory process. McVeigh said he imagined it would, and now might be a good time to meet  
102 with these groups and let them know what's happening.

103  
104 Hart said they'd be meeting with Ruth Hardy to discuss what she could do to help, and it may  
105 be as an alternate to Perine, or in an advisory capacity. They discussed the private donations  
106 and how they weren't quite ready to go to them yet. Perine said when we do go to them, we  
107 have to show them the physical needs, the programming needs and the solutions and cost.  
108 Hart said we need to show that there is something within the library that is important to them,  
109 or to their family.

110

#### 111 Square Footage Program

112

113 Harris said she has done interior design for the better part of her professional life, and the  
114 program always has to get built up from individual pieces. She said she has not been involved  
115 with a library before, but the pieces that is the hardest to define is the collections space needs.

116

117 Hart explained how they surveyed the collections to determine how many linear feet of  
118 collections and how full were the shelves. She said ideally, they'd be no more than 80% full,  
119 because if they're 100% full you know they immediately need 20% more. She said they also  
120 noted if the collections would likely increase or stay the same, and how many shelves were  
121 needed per collection. She said once they determined the lineal footage needed for each  
122 collection they were able to calculate the square footage needed to house the collections. She  
123 said this only shows how much square footage is needed, but not how it will eventually be laid  
124 out.

125

126 Perine said this is wonderful detail that shows you've done your homework and is so important  
127 when you're trying to sell this project.

128

129 Harris said the question is how many square feet does it take to do x and y. She described ways  
130 of doing this and said the next step is to do the adjacency diagrams that involves placing all the

131 square footage needs in a bubbles to see how they relate to others, and what the sight lines are  
132 and how does the flow work.

133

134 Harris said Doyle-Wilch interviewed the staff on space needs and she picked one space as an  
135 example that shows the functions performed there, the materials needed, the possible  
136 furnishings needed, space for users, equipment, location, sightlines and architectural features.  
137 She said the staff hasn't seen the square footage assigned to their list of needs yet, but they will  
138 soon. She said MCTV and Friends of Ilsley Library also had input into their spaces.

139

140 Harris said this square footage is termed "ideal" and was not calculated based on the existing  
141 space of the library. They questioned the use of the word "ideal" and said they'd need to come  
142 up with another word. Harris said they had to be careful to not say this is the bare-bones space  
143 and anything else is fluff. McVeigh thought it was important for our outgoing communications,  
144 but for now they will just take the word "ideal" out.

145

146 McVeigh asked Harris about the "overhead" space and how the library currently has 40% of  
147 overhead space, which Harris had thought was on the high side. He asked what a normal range  
148 would be. Harris said the somewhere in the 30% range and it is already factored into the  
149 programming study. She said when you have a very large open space design the overhead  
150 space is lower, but the more hallways and twists and turns you have the higher the overhead  
151 will be.

152

153 Harris reviewed the programming chart with the Team and explained the numbers and what  
154 they mean. She they're trying to get the net square feet in each space to come up to a total net  
155 square feet needed. She said anytime you have an old building involved it's more difficult, but  
156 they didn't look at this building when doing these calculations.

157

158 There were many questions for Harris on the chart, and McVeigh said the amount of work that  
159 went into this chart is amazing and he is so appreciative to have it. Gish said it gives you  
160 confidence that there is a solid foundation as this project moves forward.

161

162 Potential new spaces were discussed and how the possibilities need to be connected to the  
163 pillars when bringing it to the public.

164

165 McVeigh asked how the Team should be responding to the programming chart. Gish said he'd  
166 like a chance to look at it closer and absorb it and then come back with some questions. Doyle-  
167 Wilch said she thinks this is something the community should see, but she isn't sure how it  
168 should be distributed and at what point in the process.

169

170 Perine said he had seen a video prepared in connection with an expansion project at the  
171 Hardwick Library that showed residents of various age groups saying what the library meant to  
172 them, and he thought it was very well done and suggested something like that could be done  
173 here and be connected to Gish's blog. He felt the first thing they needed to do was to discuss

174 the needs of the library and get those voices of the community out for everyone to hear. Hart  
175 said MCTV could help with something like that.

176

177 Harris said as the next step she will do the block diagram showing the spaces. She says one  
178 thing you can say is that it is the preference to stay on this site, but whether or not we can is  
179 yet to be seen and we have to go through the exercise. Hart said based on the program  
180 square footage results, there is room enough on this site for the expansion, but in order to  
181 cover the program needs, the square footage may actually need to be increased because the  
182 overhead space would be set. She said the square footage on the matrix may need to be  
183 adjusted.

184

185 Gish asked if it was part of this Team's charge to figure out what to do with the existing building  
186 if it's decided to build new on a different location. McVeigh said it's part of the charge to see  
187 how to fund the entire project, which would include what happens with the existing building.  
188 Doyle-Wilch said by her calculations it would cost at least \$2.5 million just to make the existing  
189 building habitable. Gish suggested Middlebury College could take over the building as their  
190 contribution to the project. McVeigh said since the Town owns the building, it would be the  
191 purview of the Selectboard as to what happens with the building.

192

193 Harris suggested a tour of the existing library for the Team to see the spaces. Mincher  
194 suggested that they do a video of the tour as well that might be useful in the future. They  
195 discussed a schedule for the tour and agreed on 10 a.m. on Friday, June 24<sup>th</sup>.

196

#### 197 Public Comments

198

199 Hart said she heard from Ross Conrad who was unable to attend the meeting, and he wanted  
200 the Team to know how important the library garden is and strongly encouraged the Team to  
201 preserve this "jewel" in the heart of Middlebury and how important green spaces are in the  
202 fight against climate change.

203

204 Hart had also heard from Architect Andrea Murray of Vermont Integrated Architects who  
205 offered to meet with the group to answer questions and be a resource. There was discussion  
206 about having architects coming to the meetings and possible conflicts. Hart pointed out that  
207 these are open meetings and thinks the problem would be if they had some architects come  
208 and said no to others. Harris warned about having the visits seem like interviews.

209

210 The next report to the Selectboard was discussed and they would present what had been  
211 accomplished to date and any visuals that were ready at the time of the meeting.

212

213 They discussed the schedule, and decided they needed to begin work on the matrix in order to  
214 meet their deadlines.

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216 The meeting adjourned at 12:20 pm.

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Next Meeting

The next Team meeting is Thursday, June 30<sup>th</sup> at 10:00 a.m.

Respectfully submitted,  
Beth Dow