

ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MAY 9, 2022
ILSLEY PUBLIC LIBRARY

Board decisions are unanimous unless otherwise noted.

Present

Board members: Joe McVeigh, President; Meg Baker, Secretary; Andy Hooper, Treasurer (by Zoom);
Steven Jay Gross, Amy Mincher

Library Director: Dana Hart

Public: None present

Minutes taken by: Meg Baker

MEETING CALLED TO ORDER

President Joe McVeigh called the meeting to order at 5:05 pm.

See Board Packet <Board Packet 5.9. 2022.pdf> for agenda and accompanying documents.

APPROVAL OF MINUTES

The minutes of the previous regular meeting were accepted.

PUBLIC COMMENTS

There were no public comments. Joe noted that the Friends of the Library book sale, held outdoors on May 7th, was well attended. Steve reported that Kurt Broderson of MCTV had attended a conference on best practices in Montpelier. Steve invited Trustees to attend the upcoming film discussion of *American Violet* on the 26th of May.

DIRECTOR'S REPORT

Dana is having a challenging time finding a custodian one night a week. The library needs the cleaner to have a private contracting license with liability insurance and evidence of eligibility to work in the U.S.

Steve was asked by a member of the public about the Ilsley 100 project and would like more background. He was approached by a community member who was disappointed that repair issues are not being dealt with immediately. Dana responded we aren't acting immediately because of the current costs and the worry that we might be duplicating efforts later. For example, the elevator is in a portion of the building that we might not need in the future. It makes both fiscal and operational sense to hold off on those repairs for now. Steve wondered if Jim Gish could put together an FAQ section for the website. This would be a great place for Jim to start his community engagement efforts.

Joe noted that there are many decisions yet to be made about the library renovation and expansion project.

Several years ago, Dana received a ballpark estimate of \$100,000 to fix the elevator from Bay State Elevator which seemed low, so she sought a second estimate. The new quote is \$450,000. No one who provided a quote has actually physically inspected the elevator, so this is a rough placeholder for planning purposes. We are not in compliance with ADA if the elevator is not working, even during the period when it is under repair. We would have to come into compliance with ADA during the renovations and would also need to fix any fire and safety code violations as we find them. In terms of accessibility Joe noted that the original plan of the Garden Club's renovated gardens in front of the library included a ramp for wheelchair access. However it makes sense to wait to find out what will happen with the library steps before moving forward with additional landscaping. Dana has not found anyone to repair the steps. Joe wondered if Carrera might be helpful. Jim Gish would probably know who to reach out to at Carrera.

Chris, Tricia, and Hayley will be attending a conference. Dana will be out for a little well-deserved time off.

Joe suggested that we need to archive the library op-ed pieces from the newspaper. Dana will publish them to the website after we have a few more. She plans to continue writing them through the renovation and expansion project. She will make an article summarizing them before the anticipated bond vote.

PROJECT TEAM UPDATE

Joe and Dana have been discussing public engagement and plan to meet with the Addison Independent soon about keeping the public updated. The project team meets on the second and fourth Thursdays at 10:00 at the library and on Zoom.

The staff have been interviewed and Barbara Doyle Wilch, Dana, and Judith Harris will translate that into square footage and recommendations. The Project Team is creating a matrix for making decisions about what general direction to pursue. They will be taking a field trip to the South Burlington and Shelburne libraries on May 17th. Dana has been demonstrating examples of library design to the Project Team to help create ideas.

Barbara Doyle Wilch excerpted information from the Downtown Master Plan that might be relevant to the library renovation and expansion.

Another part of the conversation is related to the timeline for the project. We are currently working backwards from an anticipated March 2024 bond vote. On the website there is a project schedule. There is a lot to get done. According to this draft timeline, we need to have a rough budget by November 2022. The November 2024 bond vote is a fallback date for the project. The construction timeline will depend on the scope of the project.

There are a lot of questions still to answer. We need to determine how our current spaces are used and how we would prioritize future uses. Judith Harris has been very helpful in determining how we use our current spaces. For example, a large percentage of the square footage we have is not available for program use because it is a hallway or an elevator shaft or otherwise unusable for programs. As additions were put on, we have created more unusable spaces. Steve pointed out how difficult it is to

design for flexible future use. Amy noted that technology changes space needs also. Dana pointed out that plans can be made flexible and it would be good to plan for future additions.

Judith Harris had highlighted the fact that there are staff costs to having an inefficient building.

BOARD DISCUSSION: MISSION STATEMENT

Joe would like us to come to clarity on the difference between a vision and mission statement. We looked at some examples last month. What is the purpose? What is the time frame? What are the considerations? Joe wonders which comes first.

Steve used the example of the Declaration of Independence vs. the Constitution. The vision statement is an aspirational or inspirational statement and the mission statement is more concrete and about how we are going to get there. Amy noted that the vision statement might be more about the community and the mission statement might be more about the organization. How would the organization improve the world? Andy noted that the mission should still be something that we can work towards over many years with measurable goals. Joe spoke about mission as identity and purpose. A mission has a strong sense of self that builds toward the vision. Amy notes that mission statements are often too vague or aspirational. Dana agrees that the mission comes from the hopes and dreams. Steve liked the part of Dana's op-ed article in the *Addison Independent* where she discusses the role of the library in building community.

Joe noted that the mission needs to be broad but specific to our library. It shouldn't be interchangeable with the mission statement of a different type of organization. Steve notes that we also need to reflect the town.

Meg pointed out that vision and mission statements are used most frequently in grants and other programs. Amy noted that the vision and mission is also used in a plan of work or strategic plan. We should have a vision and mission to work on at the retreat.

Dana provided the Board with some possible definitions. The vision is more about the community and the mission is more about the library's role. We need to consider what our geographical region is and how the vision/mission might attract and build partnerships. Our community is divided in many ways. What is the library's role in bringing people together?

The library has a role in almost all the visions for our community. The library should be helping the community come up with solutions to problems by bringing people together. We should be aware of the needs of our community and create the public space for those.

The board worked to refine the definitions of the vision and mission.

Steve asked how we would share the vision and mission after the retreat. Staff will need to respond. The Friends and the Teen Advisory Group might be good places to bring the statement. It would be good to bring it to other groups and patrons and receive structured feedback.

Before the retreat, trustees should look at the list of words we created in response to the other library vision/mission statements and think about which statements are more about vision and which are more about mission. They should consider what their possible vision and mission statements might be. We

should look at the pillars, minutes from the retreat last year, and the Tell Me Tours Executive Summary. Joe and Dana will come up with an agenda.

BOARD COMMENTS AND UNFINISHED BUSINESS

There were no board comments.

ADJOURN

President Joe McVeigh adjourned the meeting at 6:35 p.m.

The next regularly scheduled meeting will take place on Monday, June 9th, at 5 p.m. in the Jessica Swift Community Meeting Room.

The board will also meet for a retreat on Sunday, June 12th at 501 Geary Road North in Lincoln. We are planning to meet from about 10-3 with a break for lunch, followed by an optional social time.