

Ilsley 100 Project Team
Minutes of Meeting
June 30, 2022

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 (Absent)

Non-voting Members:

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

The meeting began at 10:00 a.m. at Sarah Partridge Library in East Middlebury

Approval of Minutes

The minutes of the June 16, 2022 and June 24, 2022 meetings were adopted as presented.

Design Example

In lieu of sharing a design example at this meeting, the members of the Team present for the June 24th tour of the library shared their thoughts and impressions of the tour.

Doyle-Wilch said she's in the library a great deal and she's always struck by how incredibly tight the space is and how it's hard to move around without banging into something.

Khan said he realized how inconvenient it is for the staff to work in the space, and how they're always having to go up or down steps and how poor the sight lines are, and how unwelcoming the space is when you first enter the building. He also felt it was a safety hazard due to the lack of exits. Gish said after this tour he now realizes how important adequate storage and staff space is in a good library design.

The maintenance of the library was discussed, and how it is a large part of Hart's job. Mincher said it's upsetting to her that Hart spends as much time as she does dealing with these issues, and Khan felt the maintenance and upkeep should be handled by the Department of Public Works. Hart said custodial/maintenance staff is something to be considered when thinking about maintaining the new building in the future. Harris described a process she went through with Director of Public Works Planning Dan Werner on preparing a Facilities Assessment Spreadsheet format (similar to one used by Middlebury College) of all Town properties including needed maintenance repairs and when they should happen, but she isn't sure if the DPW continues to use it as an operating tool.

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Communications Update

McVeigh said he and Hart prepared a report for the Selectboard that they received in advance of their June 28th meeting, and they were both present at the meeting to answer questions. He said a member of the Energy Committee who was also present at the meeting mentioned the importance of a heating system that does not use fossil fuels.

Gish gave them an idea of his plans for future topics for his blog and how he might focus on a different area in the building each blog. Khan suggested it go out to people on the Town email list as the Downtown Project blog had done, and Gish said he would discuss it with the Town Manager.

McVeigh said they want community input into the process, but he's unsure at what point do they share what the Team is working on with the public and ask for their comments and thoughts. Gish said it was pointed out by someone at the Selectboard meeting that the value of the library really needed to be impressed upon people.

The Team discussed ways of bringing this to the public and decided to focus on the problem areas in the current building, and how they aspire to improve those areas and then ask for public opinion on how they see these areas improved. The target date for the first meeting is September, and they hope to get this information out via several types of media.

Funding Update

McVeigh said he and Hart had met with State Senator Ruth Hardy who has expressed interest in helping the Team out with funding and is willing to serve as an alternate when Ken Perine is unable to attend Team meetings. He said she was instrumental in developing the statewide task force on the status of libraries. Hart said she was pleased to have her helping, even though her schedule is limited during the legislative session. She said the Selectboard would need to appoint Hardy as an alternate member of the Team.

Hart said the list of potential donors has been compiled and they also have the list of current donors. She's been working with funding consultant Christine Graham about possibly doing an annual appeal in the fall, and she will be talking to the Trustees and the Friends about this to go over the pros and cons. She said the process will be opening up the possibility of donors contributing to the ongoing operating expenses at first, and eventually presenting the project ideas to them to lay the groundwork for a capital appeal.

Square Foot Program

McVeigh asked at what point is the square footage program complete enough for them to act on it and move ahead. Hart thought this group needs to decide the overall square footage to use for the matrix, and then apply their vision for these spaces to the program to go to the public.

Harris said the detailed program describing the detail of the spaces is what is needed to go in an RFQ for architects. She said while the program that goes to the public needs a certain level of detail, it does not need the intricate details that go to the architects. She said the Team needs to agree and be

97 comfortable with the program before taking it to the public. Hart didn't feel they could share the design
98 direction of the project until the public is comfortable with the program, but Gish felt the Team needed
99 to decide what direction to go with the design to meet this program. Hart agreed but felt there needed
100 to be some public dialogue on what way to go with the design. McVeigh thought it would be very hard
101 for the public to visualize the space needs in the abstract and felt the discussion had to be carefully
102 structured, and it has to be clear that the public is being given the opportunity for input but that does
103 not equate to making a decision about direction. Hart said they could share the program and the matrix
104 with the public and let them know the factors the Team will use to make their decisions.

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106 Gish said he's having a problem looking at the program and imagining it inside the current library and
107 he's wondering if others would have the same problem. Hart said they needed to say at the beginning
108 that here are the options, and let people know it may or may not necessarily mean using the current
109 space. The Team discussed the various design options and how to share these options with the public.

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111 Doyle-Wilch said she kept going back to the Shelburne Library expansion and how they produced simple
112 cardboard boxes to show the various location options, and how effective it was. Harris said she'd met
113 with architect John McCloud who also uses those cardboard model buildings for projects including
114 Middlebury College. She pointed out that John had been open about the fact that following gbA
115 Architects' work on the Ilsley Library project, the two firms formed an "informal alliance". McVeigh said
116 McCloud also worked with the last building committee and when they were soliciting for the possibility
117 of an alternate design, McCloud did not offer his opinion due to a conflict of interest.

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119 The Team had a good discussion on the program and questioned how adjacencies between spaces
120 would work. They also discussed the best way to accommodate the homeless population that spend a
121 great deal of time in the library. Documents that would be going out to the public were discussed as
122 well, and what documents to share with the Selectboard, and at what point will they need the
123 Selectboard's endorsement. It was agreed it would be best to work as partners with the Selectboard,
124 and not be looking to them for approval.

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126 Hart said the next step is to work with some type of presentation for both the Selectboard and the
127 public. McVeigh said he would like to have the Team formally endorse the square footage program at
128 their next meeting.

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130 Next Steps

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132 McVeigh asked if there were other partners the Team should be reaching out to other than Middlebury
133 College, such as Community College of Vermont or the Chamber of Commerce. Hart also suggested
134 Counseling Services of Addison County. Harris said they have allowed for some space for partners in the
135 overhead square footage. The possibility of having private partnerships was mentioned briefly as well.

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137 McVeigh wondered about hiring the cost estimator. Hart said they weren't quite ready for that yet, but
138 once the matrix was developed, they could, and the Team will work on finalizing that at the next
139 meeting.

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141 Respectfully submitted,

142 Beth Dow