

1 IIsley 100 Project Team
2 Minutes of Meeting
3 July 28, 2022
4

5 Voting members:

6 Joe McVeigh - IIsley Library Board (Present)
7 Amy Mincher - IIsley Library Board (Present)
8 Dan Brown - Middlebury Selectboard (Present)
9 Farhad Khan - Middlebury Selectboard (Present)
10 Jim Gish - Public Member (Present)
11 Barbara Doyle-Wilch - Public Member (Present)
12 Ken Perine – Public Member (Absent)
13 Ruth Hardy –Public Member (Present)
14

15 Non-voting Members:

16 Dana Hart - IIsley Library Director (Present)
17 Judith Harris – Consultant/Town Liaison from Harris & Harris Consulting (Present)
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19 The meeting began at 10:00 a.m. in the Town Offices Conference Room.
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21 Approval of Minutes
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23 The minutes of the June 14, 2022 meeting were approved as presented.
24

25 Design Example
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27 McVeigh shared photos and details of his recent trip to the Mid-Manhattan branch of the New
28 York Public Library, that had just completed a \$200 million renovation. He said the branch has
29 been re-named the Stavros Niarchos Foundation Library in honor of their \$55 million gift
30 towards the renovation. He said the library consisted of 8 floors with a roof top garden and café.
31 He showed photos of the various areas and mentioned how impressed he was with the signage
32 in the library.
33

34 Communications Update
35

36 Gish said he planned to begin a more regular schedule with his blog and would be providing an
37 area-by-area evaluation beginning around Labor Day. He said he has around 100 subscribers
38 now, which is up from 80, and said they'd begin to ramp up the subscribers and trying to get
39 more onboard.
40

41 They had a discussion on what they could do at the downtown Block Party on August 4th. Hart
42 said the Project Team did have a booth for the event and they'd discussed doing videos of
43 people saying what the library meant to them, so she had requested the booth be in as quiet an
44 area as possible to limit background noise. Hardy suggested providing colored index cards for
45 people to write what they liked about the library and what they felt could be better about it, then
46 make some videos to post on social media. Gish said it would be a good time to get people to
47 sign up for the blog as well. They discussed the possibility of the blogs going out on the Town
48 email list and Gish said it would depend on whether there was Town staff available to do the
49 formatting on Constant Contact, and McVeigh said it was worth pursuing since this would be a
50 large town infrastructure project. Hart will talk to Town Manager Ramsay about this. She said if
51 the Town was sending it on their email, she wouldn't send the blog out on the Library email list.

52
53 McVeigh said the Library would also have a booth at Field Days, and Hart said the Library staff
54 would provide information on the Library and how to get a library card.

55
56 Funding Update

57
58 Hart said she and Hardy had met with Fred Kenney of the Addison County Economic
59 Development Corporation (ACEDC) last week to brainstorm grant opportunities and other
60 government funds that might be available, and she said that was helpful. She said she has also
61 been working with Perine, McVeigh and Hardy on a plan to reach out to other non-profits and
62 their fund-raising consultant provided a possible script that could be used. She said they have
63 identified 5 organizations they will be giving a heads-up to about the library's upcoming capital
64 campaign.

65
66 Hart said the annual fund-raising appeal has been temporarily set on the backburner while
67 they've focused on working with the Friends of Ilsley Library to set them up as the fiscal agent
68 that will receive donation checks. She said she's also notified Senator Sanders' office that we
69 intend to apply for a Congressionally directed funding request for next year and she's hopeful
70 someone from Sanders' office will be in Addison County sometime soon so she can provide
71 them with a tour of the library.

72
73 Khan asked Hart if a TIF (Tax Increment Financing) District had been discussed with Kenney,
74 and she said it was mentioned but they did not go into details. She said Kenney indicated the
75 library project alone would not be enough to qualify for a TIF project, since it would need to have
76 some other for-profit entity coming in that would create the TIF and then the library might be
77 able to benefit from it. Hardy said when you create a TIF for a non-profit entity, you don't
78 receive the tax benefits you get from a TIF District, and she said there is a big debate as to
79 whether they're beneficial and they're very complicated and isn't a viable option for this project.

80
81 Hart went over her funding chart showing possible funding options, such as:

82
83 ARPA Funding through Vermont Libraries
84 State Economic and Infrastructure Development Grant
85 Communities Facilities Grant (not a high possibility)
86 Bond Vote
87 Local Option Tax
88 Vermont Community Dev. Program
89 Act 172 House Bill H.518
90 Building Communities Grant
91 Community Recovery and Revitalization Grant Program
92 Private or Nonprofit Funding
93 Non-Profit Grants
94 Congressional Funds

95
96 She said if anyone has any more ideas for funding, please let her know and she will add them to
97 the list.

98
99 Gish said one thing that helped Shelburne was the matching donation that sends a positive
100 message to the community, especially if we have some generous donors. He said we should
101 also keep Middlebury College in mind.

102

103 Brown said we're going to need a great vision of the what the library can be in the future in order
104 to put that message out to potential donors, because it's very important for people to think they
105 can be part of that vision. Hart said that vision would be tailored towards the larger donors and
106 the mark they want to leave on that future vision.

107

108 Preliminary Program Study

109

110 Harris said every few weeks she meets with the Town Manager Kathleen Ramsay about things
111 that might be coming up, and one of those was property appraisal for the library. She said they
112 only have the Town's insurance value now, and that has the library building value at
113 \$2,949,000. Gish asked why this was relevant, and Harris said the value would be needed in
114 the event they wanted to reuse or lease the existing building for another use. She said the other
115 thing she discussed with Ramsay was the possibility of any covenants imbedded in the title or
116 deed of the library, and Ramsay has contacted Town Attorney Benj Putnam. McVeigh said
117 there was a concern that Col. Ilsley may have put a restriction at the time the building were
118 given to the Town that it could only be used as a library. There was discussion about locating
119 the necessary documents to help sort this out. Hart will pursue court records.

120

121 Harris said Ramsay had mentioned the firm White + Burke that works in development with both
122 private and municipal customers that would be able to help with real estate development
123 challenges and also advise on funding. Hart said we need someone fairly soon to help develop
124 the matrix, and this firm has indicated they are willing to meet to discuss what services they
125 could provide us.

126

127 There was skepticism on the Team on whether this firm was what was needed. Hart said they
128 are at a point where they need to spend the money and invest in professional services, because
129 the work being done now sets the stage going forward. Hardy said since the two-hours they've
130 offered to meet with them is free, she thinks it's worth talking to them. Hart will reach out to
131 them to check their availability and schedule a time to meet with them.

132

133 Moving to the Program Study, Harris said so far they've developed what the square footage and
134 uses are in the current building and then created a spreadsheet of the square foot program
135 desirable for a new facility and in the next step you need to decide what areas need to be
136 located next to each other. She explained that the square footage requirements for each area
137 were converted into scaled "bubbles" that are then moved around to create groupings. Hart
138 said she had spent a great deal of time moving bubbles, and the Library staff had each had time
139 to look at the bubbles and play around with groupings. Each grouping was photographed and
140 then she attempted to combine everyone's design into one, and Hart said the exercise showed
141 they had more flexibility than they thought.

142

143 The process was discussed and Harris reviewed the diagram of how the groupings are then
144 used to develop the square footage plan and there were questions on the groupings and layout.
145 Doyle-Wilch thought they were dangerously close to getting into the design phase and thought
146 that a designer should be brought in to see if it would fit in the existing building and how much
147 that would be, or if it needs to be in a new building, how much that would cost, and then have
148 the townspeople weigh in on the options. She said that was the process used in Shelburne and
149 it worked well. Hart agreed they needed estimates, but the trick is to find a firm, and while that
150 might not be White + Burke, that's what they're looking for.

151

152 Since this was Hardy's first meeting, Hart provided the background on how they'd reached the
153 square footage needs and groupings. Hardy said she agreed with Doyle-Wilch that we didn't

154 need the White-Burke firm, they needed a design firm that could provide designs and estimates.
155 Harris said most architectural firms do not have professional cost estimators on staff and it is
156 valuable to have this done, but design and cost isn't the only factor needed to make a site
157 decision, you also need to know where it should be in the community, parking requirements,
158 funding and aesthetics and at this point it is not something we want to get involved in until we
159 know a project is feasible. Doyle-Wilch said a designer can help in site selection based on
160 building design and how square footage needs would work on various sites, and then the site
161 options are taken to the public.

162
163 Hardy read the services offered on the Vermont Integrated Architects (VIA) site, and said they
164 offered everything we would need. Hart said the idea was to choose a site and have a budget
165 and then go to a design firm for a design, and the idea was to hire an estimator to come up with
166 a general budget for each site option, so we could just hire the architect that will work with us
167 through the entire project now, and maybe there are benefits to that, but it is a different direction
168 than the group had discussed earlier.

169
170 There was extensive discussion over the way to go at this point, and Hart suggested contacting
171 White + Burke firm to see what services they do offer and if they could provide basic design and
172 costs for these sites, and then the Team could discuss if they wanted to meet with them further
173 or if they wanted to do a Request for Proposal (RFP) for an architect or another design option,
174 because those are big decisions. Doyle-Wilch suggested we limit the site possibilities to Town
175 owned properties. Gish asked if there were any funds available for design, and Hart said there
176 was around \$32,000 to \$33,000 left for this fiscal year that started on July 1st.

177
178 McVeigh wondered if it made sense to talk to Gossens Bachman Architects (GBA), the
179 architects for the 2017 project, and perhaps VIA, to see what they have to offer, and Brown
180 thought that was a great idea. Hart said she needed to discuss this with the Town Manager,
181 since talking with VIA and GBA is a completely different conversation since they do the same
182 types of work, and we would have to issue an RFP for architectural services, which is different
183 than working with just a cost estimator. Hardy said we'd still need an RFP. Brown said we
184 could talk to them about our next step without engaging them in the design process. McVeigh
185 said we need to avoid conflicts of interest, so we need to confirm if an RFP is needed or if
186 preliminary conversations are okay without an RFP.

187
188 Harris said we went down the route we're on based on the advice of Nick Artim and what
189 happened during the 2017 process, so they had decided to look at 5 different options with an
190 idea of costs. Doyle-Wilch said presumably what White and Burke would do is to help
191 determine the cost estimates on these 5 different sites, but that would be minus any design
192 ideas. Brown pointed out they were looking at 5 different building/renovation options, not 5
193 different sites. They discussed possible sites, such as the Mill Street parking lot area, and the
194 former EDI site in the lower parking lot. Hardy said if they wanted to shift gears on which
195 direction to go, she was fine with that.

196
197 McVeigh asked if they want to continue to look at these options in a matrix format, or do they
198 want to limit the options. Hardy said there are really only two options, whether to stay on this
199 site with variations or move to the former EDI site and do something new. Hart reminded the
200 Team that the idea of preparing the matrix before the public the process was to avoid the
201 problems they had with the 2017 proposal, and part of the matrix is to show to the public the
202 options considered, so she still thinks the matrix is an important step to take, but they need cost
203 estimates to complete the matrix. Hardy said they'd still do the matrix, they just needed to
204 figure out who provided the information needed to do that and felt it would be repetitive to get

205 estimates from White + Burke and then go to a design firm who's going to do their own cost
206 estimates and take more time and money than we need to spend. Hart said the architects did
207 the estimates in 2017 and that was shocking to the community, so the thinking was getting
208 rough estimates for each option to select the direction, and then hire the architect.

209

210 Next Steps

211

212 McVeigh asked Hart to speak to Ramsay about setting up an appointment with White + Burke
213 and GBA and VIA as preliminary discussions and discuss it at the next meeting on August 11th.
214 He said on Friday, August 12th they'd be taking a field trip to the library in Manchester, Vermont.

215

216 Adjournment

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218 The meeting adjourned at 12:09 p.m.

219

220 Respectfully submitted,

221 Beth Dow

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