

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 8, 2022
JESSICA SWIFT COMMUNITY MEETING ROOM
and via Zoom**

Board decisions are unanimous unless otherwise noted.

Present

Board members: Joe McVeigh, President; Amy Mincher (via Zoom), Secretary; Andy Hooper, Treasurer; Meg Baker

Library Director: Dana Hart

Public: None present

Minutes taken by: Vivian Ross

Not Present Steve Gross

MEETING CALLED TO ORDER

President Joe McVeigh called the meeting to order at 5:00 pm.

See Board Packet <Board Packet 8.8.2023.pdf> for agenda and accompanying documents.

APPROVAL OF MINUTES

The minutes of the July 11th regular meeting were accepted without amendment. President Joe McVeigh noted that parts of the minutes relating to a discussion between Library Director Dana Hart and the president of Friends of the Library which were true at the time of the last meeting are no longer up to date.

PUBLIC COMMENTS

There were no public comments.

DIRECTOR'S REPORT

Dana directed the Board to the written version of her report.

Dana began discussed a conversation between herself, Friends of the Library president Revell Allen, Amy Mincher, and Barbara Doyle-Wilch about the possibility of the Friends becoming a fiscal agent for the Library's September annual appeal. Their role in this capacity would be to receive checks from the community and transfer the money to the town. Dana described the benefits for the Friends, which included the use of Little Green Light, a donor management software, an expanded circle of support, more assistance in the form of a volunteer or paid staff member who would later help with the Capital Campaign. The Library would help find someone who could open checks, record donations, update donor lists, etc.

Dana said Revell seemed favorable to the idea, but indicated not all the Friends might feel the same way. Revell would bring the proposal to the Friends members to gauge their reaction. After this Dana would answer any questions the Friends had. If the Friends are in agreement, this would require an amendment to the existing Memorandum of Understanding (MOU) between the library and the Friends.

Dana went on to mention that the Friends had moved to a calendar membership renewal system, with a letter sent out in November and a follow-up in January, which might make the timing of a September annual appeal problematic. With this in mind, Dana described a process in which she would coauthor the appeal letter with Revell, sending it to current members of the Friends and potential new supporters. This letter would serve the purpose of the annual appeal, condensed into membership.

Dana described the experiences that other libraries have had with their Friends groups. In some instances this involved legal counsel. However it had also created a significant increase in funding. Dana is not worried about similar roadblocks as the Library already has an MOU with the Friends and does not have to start from scratch.

Joe noted that warm relations between the trustees and the Friends would be beneficial to close collaboration in the future. He also said that privacy protections prevent the Library from having a comprehensive email list, which means it isn't possible to send out appeals to all library patrons. Dana said there are around 200 people on the current list of prospective donors for the appeal, around 130 of whom are already members of the Friends.

Dana moved on to discuss custodial services, noting that Sean Mayo, a part-time custodian, will be returning with decreased hours. In the future Dana hopes to have Sean Mayo share the job while outsourcing the rest of the job to Mr. Mike's. This would entail updating Mr. Mike's job description and determining Sean's hours.

Joe asked if the Library tent at Addison County Fair and Field Days needed additional coverage, and Dana answered that the tent will be broken down on Friday instead of Saturday, so no additional coverage was needed. Joe then asked about nominating librarians to the American Library Association, and whether nominees had to have degrees. Dana believed they did, and said she thought nominations would be fun and that she would look into it further.

PROJECT TEAM UPDATE

Joe summarized that Dana, Barbara Doyle-Wilch, Judith Harris had contributed significantly to the architectural "program", a document describing how space will be used and how much will be allocated to each area. The draft of the program also includes adjacency diagrams that indicate where proximity between areas and services is essential (e.g. the youth room and the youth librarian's office). At this point the document is still in a conceptual stage and has not yet been made public.

Joe went on to say that the team was looking into different possible design directions the library could take, including renovation of the current building, adding an annex by using an existing building in town, renovating and expanding the current building, and possibly building new in the lower level parking lot behind the library. Once an indication of the square footage is in place, Joe said that a professional would be engaged to give a ballpark estimate of the overall cost of the different options. In the meantime, the team is continuing to develop a decision matrix to evaluate the different options. Joe noted that the old courthouse is for sale, to which Dana replied it had roughly half of the square footage the library would need. More discussion on the possibility of different designs will take place at the team meeting on Thursday, August 11th. All meetings of the Project Team are warned in advance and open to

the public. Minutes of previous meetings can be found on the library's website along with project updates from Jim Gish.

Secretary Amy Mincher asked about the current real estate value of library. Dana answered that it's about \$2,000,000, but this figure is purely for insurance purposes. Joe inquired about old legal documents and whether the current building could be used for anything other than a library should the Project Team recommend building new on a different site. Dana replied that Colonel Ilsey's will is in the courthouse and will be picked up on Tuesday.

Joe wondered what kind of professional should estimate the cost, e.g. an architect or construction manager. He noted that talking to a particular architectural firm in advance of an RFP process could be seen as giving that firm an unfair advantage over other interested companies.

Board member Meg Baker asked if the community engagement responses from the August 4th block party would be available in some way. Dana said they would be put in a spreadsheet and shared. Joe asked if the responses will be displayed in the library, and Amy answered that project team member Jim Gish wanted to highlight some responses for publicity purposes so they likely would be. Meg asked if responses would be seen at the Fair and Field Days tent, and Dana answered in the negative, as the tent is more focused on crafts. Meg mentioned that two popular responses were that the central location of the library was essential, and that the bathtub in the youth area was very important. Dana said there was space reserved for the bathtub in the architectural program.

BOARD DISCUSSION: MISSION AND VISION STATEMENTS

Joe directed the Board to the updated vision and mission statements and to the feedback from the MCTV board.

Dana began with the first four bullet points from the MCTV feedback, saying she believed these suggestions to be more about MCTV than the library at large. Treasurer Andy Hooper noted that the Board had previously discussed the content of the fifth bullet point at length. The Board decided not to add "variety of media", as "resources" offers a similar level of inclusion.

Andy mentioned that he liked the idea of including "literacy" but found it difficult from a grammatical standpoint. He said it was also built into other parts of the mission. Meg said that using "literacy" could address the concerns from the Friends of the Library and MCTV, as it includes a variety of media and books. Amy brought up the point that "literacy" and especially "literate" can create discomfort and elitism, Meg mentioned that these words could exclude the illiterate or non-English speaking. Joe said the point of the statements is to be inclusive of everyone, so adding "literacy" would narrow the scope of the mission. Joe invited the Board to put literacy aside for a moment.

Joe directed the Board to the last bullet point. Meg noted that a tagline would solve the problem of dryness in the language of the mission and that the library had to have a mission statement even if it wasn't popular reading material. She also noted that the use of "we" had already been debated and decided upon. Andy agreed. Meg also said that reordering the sentences had already been decided against.

The Board returned to the potential inclusion of the word “literacy.” Dana acknowledged that she does not have anything against literacy, and it is necessary to participate in library programs, which are aimed at its promotion. The Board decided to vote on the use of “literacy” at the next meeting.

STRATEGIC PLANNING PROCESS

Joe brought up using the vision and mission statements to springboard the strategic planning process. Meg wondered about the timeline of the strategic plan, whether it would be a good idea while the library feels so unstable. Joe replied that the strategic planning process could dovetail with the plan for the new building; trustees and staff could shape the design through these goals. Dana said that not having a specific space in mind could actually help the conceptual development of the plan. Andy found a strategic planning public feedback meeting referenced from 2016. Dana said she would find the meeting notes. Andy noted that the strategic planning process could be an opportunity for the Board to engage with something other than the Project 100 team.

Meg said she is not opposed to the idea of a strategic plan, but she is worried about the goals being specific, measurable, attainable, relevant, and time-bound (SMART). Unattainable or broad goals could cause frustration. Dana noted that uncertainty in regard to staff health and capacity could be taken into account, and that broad goals might not be a problem.

Amy said that the library could use a strategic plan for a smaller amount of time as a test run, which wouldn't necessarily be formal but could be helpful and leading. Joe said that public support of the library beyond its capacities as a building would help create community engagement. Andy added that the mission and vision could be used as part of a sales pitch for the 100 project.

Meg brainstormed a compromise that would include smaller measurable goals (e.g. increased story time participation) to correspond with more conceptual goals (e.g. increase youth programming). Dana agreed and mentioned that the staff could be involved in the job of finding measurable goals to match with the broader objectives.

Joe summarized that the Board wanted to go ahead with a strategic plan process but didn't know what it would look like. He reiterated that the Board and staff might come together for the larger goals while the director and staff made the measurable goals. Dana said the staff would be excited about process of making the goals more personal. Amy brought up that a strategic plan allows the staff to keep the Board accountable, in case they are asked to do something outside their sphere they can point to the strategic plan. Joe concluded there will be future discussion between Board members.

PLANNING FOR STAFF LUNCHEON

The Board moved on to discussing the September staff luncheon, to be held on Tuesday September 13th from 12pm-2pm. Amy had asked if the luncheon could be held at Flatbread as it had been last year, when Flatbread did not have the staff to provide the food. Amy will investigate with Flatbread further. Joe mentioned that an effective cost-saving measure was the provision of desserts and drinks by Board members. Meg noted that Flatbread is not open on Tuesdays or ever at lunch.

The caterer for the previous year's luncheon was from Almost Home, which was enjoyable and relatively inexpensive, and provided paper, plates, cutlery, etc. Amy asked if the same menu could be used again

this year, to which Joe replied in the affirmative. The Board would again be responsible for drinks and desserts.

The Board decided that everyone would bring desserts, Amy will look into catering and the menu, Meg will bring disposable cups, though if Flatbread caters they can use their own materials. Setup will include setting up chairs and leaf blowing, for which Dana and Meg volunteered. Both the Project 100 team and the Friends of the Library board will be invited, after a venue and date are fully confirmed. If everyone attends, there will be approximately thirty people: the Board, staff Friends board, and Project 100 team.

BOARD COMMENTS AND UNFINISHED BUSINESS

No board comments or unfinished business

ADJOURN

President Joe McVeigh adjourned the meeting at 6:40 p.m.

The next regularly scheduled meeting will take place on Monday, September 12th, at 5 p.m.