

Ilsley 100 Project Team
Minutes of Meeting
September 29, 2022

Voting members:

Joe McVeigh - Ilsley Library Board (Present)
Amy Mincher - Ilsley Library Board (Present)
Dan Brown - Middlebury Selectboard (Present)
Farhad Khan - Middlebury Selectboard (Present)
Jim Gish - Public Member (Absent)
Barbara Doyle-Wilch - Public Member (Present)
Ken Perine - Public Member (Absent)
Ruth Hardy – Alternate Public Member (Present)

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. in the Ilsley Library Community Room.

Approval of Minutes

The minutes of the September 15, 2022 meeting were approved as presented.

Update on 9/27/22 Report to the Selectboard

McVeigh said to help put the report of the Selectboard meeting into a better context, a quick summary of the review of the matrix is quite clear and puts building a new library as the top choice, followed by addition and expand; the annex option was 3rd, and repair existing was last.

McVeigh said the Selectboard was very receptive, and he and Hart focused on two questions to the Board: how to proceed with sharing information to the community, and if they proceed with plans to build a new library on the EDI site, what would they need to do next.

Hart said the discussion was positive, and Selectboard Chair Brian Carpenter was aware the Selectboard needed to start thinking about the EDI site and it sounded like the Selectboard would be having a more in-depth conversation about that in the future. She said the Selectboard like the idea of several public meetings, but the dates are not confirmed yet.

Brown said the Selectboard would probably be holding a separate meeting on the EDI site and he thinks locating the library there would be the start of developing that site, because he can't see the Town developing the entire site at this time. He said he feels comfortable it will be received positively.

McVeigh said Board member Heather Seeley was clear that if the Library is built on the EDI site she wanted to see the adaptive reuse costs for the existing library included in the project cost, so while that site might be the most popular, it could potentially be the most difficult and take a long time to come to fruition.

Update on Gathering Information for Estimator

Hart said she's been working on gathering documents together for Henry Erickson to begin the estimates on the options. She said when it came to fixing the existing library, or the option to expand of the existing library, Hart said she and Harris are needing to make some decisions on items in order for Erickson to do the estimate, and why they aren't big decisions, they need to be made in order to get accurate estimates. She said these decisions aren't final decisions and can be changed. Harris said they will take the narrative the Team had already seen and expand on that in more detail for Erickson and he will have floor plans so he can arrive at an estimate. Harris went on to explain the process Erickson will use to come up with estimates on the other options.

Hardy questioned even doing an estimate on the "Ben Franklin" Option C, since it isn't a great option and it may not even be available if it is sold beforehand. She's also more than a little concerned about getting estimates out to the public so they will be focused on the cost.

The Team had extensive discussion on the pros and cons of including the Ben Franklin option and whether or not to have Erickson provide estimates for that option. Hart felt since the Ben Franklin space as an option was brought up time and time again from the public, they really needed to include it and the cost of that option so they can demonstrate that it was considered and make it clear to why that option won't work.

Erickson's timeline to complete the estimates was discussed, and Harris and Hart said they are still gathering the information he needs, and they anticipate he'll have it completed by mid-November.

Pros and Cons of Matrix Options

The Team broke into groups to write down pros and cons on large tablets and then came back together to review the results of the matrix scoring by each Team member.

McVeigh said there were radically different ideas on the various options, but one thing he felt was significant was that Option D to build new received the highest scores for building program, but it had low scores on public support, funding options and some felt it was the most difficult to implement. He reminded them the matrix is just a tool that they'll use together with the cost estimates and public input.

Harris said when she completed scoring her matrix she was surprised at the outcome and it raised more questions about items they should have included, such as maintenance costs and maybe implementation should have had a higher score, so maybe the matrix needed more work. Hardy said she thinks ease of implementation means different things for different people, so it's rather

subjective. Hart agreed with both Harris and Hardy, and said she was surprised that the annex Option C came out higher than Option A of renovating the existing library.

Hardy said all options would be eligible for government grants, but they would need to look at each option to see which one would be eligible for the most grants. She also felt each option could have community support so long as they could provide rationale behind the decision. She felt partnerships can be different types, and it could be a commercial partner or partnering with a school.

Public Engagement Events

McVeigh said they still had a long way to go on community engagement, and described a poster campaign used in Greenfield, MA, to bring awareness to the library and it showed local people using the library with quotes about what they liked best about it. He said this campaign went out to the community prior to any design or expansion plans being discussed. He said they were working at putting a similar poster campaign together for Ilsley. They discussed the possible platforms to display the posters and the different groups to highlight in the posters.

Hart said they had discussed previously having two meetings to start, with the first one sharing the vision and program, and the second meeting going over the four options and their pros and cons. She said she, McVeigh, Jim Gish and Trustee Meg Baker had met to start planning the meetings and gave a brief description of their plans so far. She said the timing of the meetings is difficult to schedule, and suggested the possibility of hiring a professional facilitator for the second meeting when they present the options. Khan said it had been brought up in the Selectboard meeting that the presentation should be interactive for the audience.

Locations, presentation format and scheduling were discussed, and the possibility of having smaller meetings in different locations for a variety of demographics. Hart suggested that she would work with McVeigh, Gish and Baker on preparing a presentation and then they can adjust the presentation depending on the group. They agreed to have as many as four meetings at different locations. To ensure a consistent message, the presentations will be scripted and coordinated with a slide deck.

Fund Raising

Doyle-Wilch reported to the Team on the meetings with the Friends of Ilsley Library regarding them supporting the library's capital campaign. She said at first there was some resistance, but eventually they voted unanimously to the concept of the Friends accepting gifts on behalf of the library, but they will not be doing the actual fund raising. She said they are now looking into insurance for the Friends to cover indemnification, liability, and malfeasance.

Hart said she has submitted her capital budget to the Town Manager for FY24 and she and Harris worked out what they think will be needed next year for professional services, plus some additional funding for the fund raising campaign, and it came to around \$160,000. She said in doing that projection, they realized they are coming up possibly \$20,000 short for this fiscal year and she isn't sure how that will be covered at the moment.

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138 Harris asked what happens when there are maintenance emergencies with the library now. Hart
139 said \$15,000 is budgeted annually for maintenance, but if they go over \$15,000 she has to try and
140 balance it with other budget lines. Hart said the bigger question would be what if the elevator
141 suddenly stopped working and the cost was clearly higher than what was in the budget.
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143 The meeting adjourned at 12:04 p.m.
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145 Respectfully submitted,
146 Beth Dow