

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MAY 8, 2023
JESSICA SWIFT COMMUNITY MEETING ROOM
and via Zoom**

MINUTES – DRAFT

Board decisions are unanimous unless otherwise noted.

Present

Board members: Amy Mincher, President; Meg Baker, Secretary; Joe McVeigh, Treasurer;
Claire Tebbs
Library Director: Royce McGrath (Acting)
Public: Kurt Broderson, Natasha Sen
Minutes taken by: Vivian Ross

MEETING CALLED TO ORDER

President Amy Mincher called the meeting to order at 5:00 pm.

See Board Packet <Board Packet 5.10. 2023.pdf> for agenda and accompanying documents.

APPROVAL OF MINUTES

Treasurer Joe McVeigh noted that it was Amy, not Library Director Dana Hart, who was to take the recommendation of Natasha Sen's term fulfillment to the Selectboard. Other than that, the minutes of the previous regular meeting were accepted.

PUBLIC COMMENTS

There were no public comments.

DIRECTOR'S REPORT

Acting Director Royce McGrath highlighted the number of recent building repairs and maintenance calls, including heat problems and flooding. Amy said that replacing the lights had reduced the humming they emitted. Royce said the new repair priority was the roof, as once the roof is replaced the electricity can be turned back on in the fiction stacks. Natasha asked if the water had damaged the books, and Royce answered that the water fell mostly on the carpet and collections had not been severely damaged. She added that an insurance inspector was coming, and hopefully Ilsley would get some payment out of that visit. Amy suggested she would get the word out via social media about the direness of the building situation.

Member of the Public Natasha Sen asked if there was a feedback loop to update the Selectboard on the status of the building, because they had such a large part in deciding whether to rebuild. Joe answered that the director's report and the building repair budget is included in the Selectboard monthly report, but Amy emphasized that this is only a small part of the content the Selectboard sees so it could easily be overlooked. Natasha then asked if

Trustees should go to Selectboard public comment sessions and raise concerns about the library facilities. Meg wondered about separately submitting several months of reports on the facilities to show the Selectboard the frequency and repetition of problems. The Board considered these ideas, and added the frequency of people getting stuck in the elevator as a building concern.

Board Member Claire Tebbs asked about having preparatory meetings with the Selectboard (in terms of the upcoming bond vote) to have more focused communication and information about the building and Amy agreed that it was important to draw Selectboard attention to the library problems. Meg added that she knows there are at least a few members of the Selectboard are very aware of the library problems. Joe suggested that how to engage the community and Selectboard around the renovation and expansion project would be a good topic of discussion for the Board retreat.

Amy noted the bilingual story hour she saw on social media. Someone outside the library staff who is fluent in Spanish will be coming in to read stories to patrons. The Board discussed the excitement surrounding this event and other groups in the community (like student organizations and the local Folklife Center) that have similar literacy goals.

Royce said that Ilsley would have a booth at Addison County Fair and Field Days (from Tuesday, August 8th, to Saturday, August 12th from 9:00am to 3:00pm), which library staff, Trustees, and the Ilsley 100 Team would run in order to bring more visibility to the library and the 100 Project. She is hoping trustees will be able to volunteer at the booth. Secretary Meg Baker noted she would be out of town for Field Days week. Kurt mentioned he had spoken with Dana about inviting smaller libraries to share the space and share staffing commitments at the booth.

PROJECT TEAM UPDATE

Joe reminded the Board that the Ilsley 100 Team decided to renovate and expand on the current site, received 6 answers to their Request for Qualifications (RFQ), and then narrowed the field down to 4 contenders. Over the month of March the Ilsley 100 Team worked on the parameters of a design competition, and the guidelines were then sent to the 4 firms. Each of the firms will be able to come into the library (Two have already scheduled visits), so they can see what the library space really looks like. They have about two months to come up with a conceptual design to meet the library's needs. Designs are due on July 7th, initially submitted anonymously. The first iteration of the design presentation is papers and images, which will be reviewed by the Ilsley 100 Team, staff, and Trustees. The Ilsley 100 Team has convened a panel of retired architects and plans to ask them for feedback as well.

There will be three rounds of ranking, after which the firms will present their designs in person and there will be an opportunity to ask questions before rethinking the ranking. Around late July the firms will be able to put their designs (perhaps in the form of a model) in the library so patrons can see them. August 9th from 6:30pm to 8:30pm is the set date for the meeting where all four firms will present their designs for the community at Town Hall Theater, after which there

will be a Request for Proposals (RFP) where the Ilsley 100 Team will go to the finalists and ask for a more detailed idea of their design (e.g. how much it will cost, etc.).

The Ilsley 100 Team's concerns include continuing community engagement, engagement with other decision makers, and fundraising. The Ilsley 100 Team has been trying to keep the Selectboard more in the loop than they had been earlier in the process. Amy described a Selectboard meeting she and Joe had attended, and how the Selectboard was very concerned with the legality and intellectual property technicalities with the architectural firms. Joe and Amy briefly discussed the upcoming Selectboard meeting and the role the Trustees and staff would play in the project before Joe concluded that the staff would be more involved with the process in the fall because the firm will be chosen and the project will be out of the conceptual stage.

MCTV UPDATE WITH KURT BRODERSON

Kurt discussed how 12 years ago the MCTV and Ilsley Boards saw the overlap of missions between the two organizations, after which Kurt was hired as the technology coordinator, acting as the bridge between the two organizations. He became MCTV Executive Director 5 years ago, but maintains his involvement with Ilsley. The topic of the annual community meeting in March was "looking back to look forward." Kurt described the current staffing of MCTV and how they were hoping to fill the position of Ilsley Board liaison previously held by Steve Gross. In the partnership between MCTV and Ilsley, MCTV supports the endeavors of Ilsley staff, oversees digital spaces, and coordinates joint programs.

Joe explained to the Trustees that MCTV is a public access network, Kurt said that it mostly existed to film School Board meetings and other public events so that people could take advantage of their First Amendment rights. Joe said most of the funding comes from Comcast, the TV company that supports the town.

Kurt added that MCTV filmed the First Wednesdays series and other library programs, author visits, and lecture series. MCTV also has a connection with Mary Hogan and the Readathon, where MCTV helps the children create a music video for a pop song they rewrite to be about reading. There are several programs at Ilsley as well, including drop-in programs like Youth Media Lab and Lego Robotics, which happens multiple times throughout the year. There are offsite programs as well, with which the Ilsley connections are helpful for securing connections and placing staff in after-school activities. Smaller libraries can borrow equipment from MCTV and participate in workshops on how to use technology.

MCTV is involved at MUMS with more stop motion, which has been very popular, as have technology-based summer camps on filmmaking, which are free (another asset of the partnership with Ilsley), and family-friendly programming like Crowdsourced Cinema. In looking at statistics on participation, it's difficult not to underrepresent the participation and have a clear picture of the impact MCTV has. MCTV also assists with Ilsley's YouTube channel, which came about during the pandemic and includes tutorials on things like setting up Zoom, which have audiences beyond Middlebury (especially for videos on niche subjects). Kurt shared the list of top videos in the past year and past month.

Amy asked if MCTV had considered posting videos on platforms other than YouTube. Kurt answered that there had been discussion of using other channels like Vimeo, but YouTube has a much wider audience and it's free. Amy wondered about the integration of the event videos in Facebook, but also how the videos could be broken down into shorter segments.

Amy asked if Claire was still interested in the MCTV liaison position, and Claire was interested but would not be able to attend the MCTV Board meetings due to schedule conflicts. Amy asked if Natasha had any interest, and Natasha had similar scheduling concerns but would be glad to help as much as she can. Royce mentioned that one of the architectural concerns for the Ilsley 100 Project was the integration of Ilsley and MCTV.

TREASURER'S REPORT

Joe handed out a quiz on library finances, and the Board worked together to answer the questions. This included reviewing the following:

- The Ilsley Public Library fiscal year starts on July 1st and ends June 30th;
- The current fiscal year is FY23;
- The Library Director begins work on the next year's fiscal budget about 12 months early;
- The three main budgets include Capital, Revenue, and Operating ("the budget");
- 15% of the budget is spent on collections;
- 70% of the budget goes to payroll;
- The whole operating budget is \$750,000 (closer to \$900,000 including benefits);
- The Friends of the Library pays for about 2% of the budget;
- More money is spent on adult collections than teen, youth, or children's collections;
- Annual revenue is about \$15,000, most of which comes from out of town card fees;
- The value of the Trustee held accounts has gone from \$115,000 to \$92,000;
- A trust agency account is an individual bank account which serves as a stop between restricted funds and their spending, and it shows up as a line item in the budget (but there is a plan to simplify this part of the budget).

Joe directed the Board to the attachment in the Director's Report detailing the amounts of money in each budget, the policy for trustee held accounts, and the simplified version of how the budget works if they had further questions.

MEMORIAL DAY PARADE PLANS

Royce described the plans for Memorial Day, which included meeting on the morning before marching in the parade, wearing T-shirts designed by Tricia, and handing out Lego pieces that come together to form a heart. Amy wondered how to bring visibility to the Ilsley 100 project at the parade, but Joe was concerned about how fast the parade was approaching and whether the staff and parade audience had the bandwidth to process information about the project. Joe said that one idea was to have someone dress up as Colonel Ilsley in a horse and buggy, but the 100 team also had the idea of making pennants with non-book related things that the library does, like chess club or digital media lab. Royce said that room could be found in the budget for printing expenses for pennants.

Claire suggested children could carry signs explaining what they did at the library. Joe suggested bringing blank signs as well so parade viewers can add to the display. Meg said it would be easy to hand out bookmarks with some library use statistics, and Joe suggested bookmarks could also be used to promote the August 9th meeting. Amy said she would be willing to work on a bookmark design that incorporates these things. Claire and Amy decided to work together on the bookmark. The Board also decided to encourage members of the community to create posters and march during the parade.

BOARD RETREAT DISCUSSION

Amy described her plan for the retreat: In the morning there would be a full rundown of IIsley 100 Team activities followed by brainstorming a tagline to get people on board more easily, which would help talk about what the community needs. In the afternoon there would be a discussion of fundraising and how to win over people who would either be able to donate money or are worried about how a tax increase would impact their life.

Joe asked where the planning for the 100th anniversary celebration was, and Royce explained that there was a spreadsheet of ideas and the planning was mostly being done by library staff as well as Amy and Meg. There are many ideas about what activities there could be. The next steps are prioritizing ideas and figuring out who can do what. The current plan, as Royce and Amy summarized, is to celebrate from September 2023 to September 2024 with one or two activities a month. Natasha suggested finding some way to tie the architects' town hall (which could be promoted at the Memorial Day parade) to the 100th anniversary celebrations, perhaps acting as a kick-off. Amy suggested finding ideas the Trustees could take on and then planning them out at the retreat.

Amy suggested finding a time in June for the retreat and asked for ideas on location and Trustee availability. The Board discussed possible dates in June and July and the retreat was scheduled for Friday, July 14th, from around 9:00am to 3:00pm. Joe tentatively offered to host.

BYLAWS REVIEW

Due to time constraints, the review of the bylaws was postponed to the next monthly meeting.

BOARD COMMENTS AND UNFINISHED BUSINESS

There were no comments or unfinished business.

ADJOURN

President Amy Mincher adjourned the meeting at 6:30 p.m.

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