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Ilisley 100 Project Team
Minutes of Meeting
August 31, 2023

Voting members:

Joe McVeigh - Ilisley Library Board (Present)
Amy Mincher - Ilisley 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)
Ruth Hardy – Alternate Public Member (Present)

Non-voting Members:

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

Also present: Victoria DeWind.

The meeting was called to order at 10:00 a.m. in the Ilisley Library Community Room.

There were no changes to the agenda or to the minutes of 8/17/23, so the agenda and minutes were accepted as presented.

Update on Fund Raising Efforts

Hart reported she'd met with Christine Graham and reviewed the list of people they would be contacting and the material that would be sent to them. She said they are going to try and schedule interviews for the first couple of weeks in October, with the goal of having a report by the first part of November.

There was more discussion on the interview process that the list of potential donors would go through, and that the outcome expected from the survey is an idea of how much money we'll be able to raise.

Gish asked about the business community and at what point do we get into the "naming" opportunities of the project, and wondered if it was something they could ask Graham about, but it was felt it was too early in the project for that. Also discussed was the possibility of other communities contributing to the project as well, since so many who use the library live in neighboring towns.

Proposed Material for Selectboard Retreat

McVeigh said the Selectboard has scheduled a special meeting on September 5th to specifically discuss the Library Project. Harris said Town Manager Ramsay had asked her to layout some possible points of discussion for the Selectboard, such as the timing around the bond vote. She has clarified with ReArch that the inflation rate for construction was around 2.5% every 6 months, and while the supply shortages and transportation issues have improved, subcontractors are still extremely busy, so the rate of inflation will help demonstrate the cost of postponing the project too long.

49
50 Harris also provided an outline of the steps going forward with Wiemann Lamphere/ReArch and the
51 items in their competition design that need to be addressed going forward in the design process based
52 on comments of the public and the Professional Advisory Group.
53
54 Hardy said she would like the design team to meet with specific focus groups, such as seniors, teachers,
55 parents with children and high school students, to name a few. Hart said she'd like to see the changes to
56 the design made based on the comments during the competition before taking it to targeted groups.
57 Harris said she has sent the design team all the comments made during the competition, so they are
58 already working on those items.
59
60 McVeigh wondered how decisions about design are made going forward, and he envisioned that the
61 Project Team would break into smaller groups. Hardy said eventually they'll come up with a design that
62 not everyone will totally agree with, but it will be one that everyone can live with.
63
64 It was discussed whether to move ahead assuming the cost of the project will be \$14.8 million, and it
65 was felt they should proceed with that assumption. Hardy said people get excited about a big project,
66 and you need that excitement when fundraising. DeWind said she looks at projects like this as what is a
67 "need" and what is a "want", and maybe that is a way to scale back the cost.
68
69 Funds for the professional fund raiser and the schematic design have already been approved, and
70 McVeigh said the hope is the Selectboard will approve the format of the agreement with Wiemann
71 Lamphere/ReArch at their meeting on September 5th, and that would be the commitment to the funds
72 approved for schematic design. Gish suggested drafting a motion for the Selectboard that states what
73 the Project Team is looking for at the end of their meeting.
74
75 There was discussion about Gish's suggestion to draft a motion for the Selectboard, and while it was
76 noted this was ultimately a Selectboard meeting, a draft motion was created and there were varying
77 opinions on whether it should be at the beginning of the list of discussion items or at the end. It was
78 finally decided to place it at the end and to not frame it as a motion, but as what the Project Team hoped
79 would be the outcome of the meeting.
80
81 Hardy said there are other public funding sources other than a bond and donations. She said we could
82 request public funds from other towns, and with potential FEMA funds coming in for damage to roads, it
83 could free up money already designated for roads and bridges, such as the ARPA funds, and those funds
84 could be used, and the Cross Street Bridge Funds has a reserve that could be used for the library. She
85 feels these possible funding sources need to be discussed at some point.
86
87 The Team next discussed the Question and Answer items prepared as possible information to provide
88 the Selectboard to assist in their discussion. One of those items was the cost of doing nothing
89 considering the ongoing maintenance issues. Doyle-Wilch pointed out that there are also liability issues
90 around the elevator problems and air quality issues. The egress from the MCTV area on the top floor
91 was a big issue as well, and that egress was cited by the State as needing to happen. McVeigh said he
92 wanted to point out that the cost isn't just dollars and cents, but it is all the time and hours of
93 community members and staff that have gone into this project over the years, and the Team felt that
94 should be mentioned.
95

96 McVeigh asked about subcommittees, since he felt the design team will need to begin their work, but
97 Gish suggested holding off on creating sub-groups for now. Hardy felt it was important to keep the
98 Project Team intact, and then have other smaller groups that would report to the entire Team who
99 would make the important decisions. Doyle-Wilch said she'd like to see the Library Trustees and the
100 Library Friends become more involved, as well as members of the community, but that needs a plan and
101 suggested the Project Team meet again to discuss this. The meeting for this discussion would be on
102 September 14th.

103

104 DeWind said someone asked the other day where the library collection would be going during
105 construction, and Hart said it's tricky since we can't be looking for real estate until we know the
106 schedule, but it's extremely unlikely we'll find a space as large as the library, so probably a portion of the
107 collection will need to go into storage. She said the closest climate-controlled storage for libraries is in
108 New Hampshire. She said our ideal situation would be a large area, like a box-store, but it might end up
109 being divided into multiple spaces, with a temporary reduction of services. Mincher said even if this
110 project doesn't move forward, the library would still need to relocate to replace the HVAC system in the
111 existing space. Hart said the staff is already taking incremental steps in preparation of the eventual need
112 to move.

113

114 The meeting adjourned at 11:57 a.m.

115

116 Beth Dow