

ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 11, 2023  
JESSICA SWIFT COMMUNITY MEETING ROOM  
and via Zoom

MINUTES – DRAFT

Board decisions are unanimous unless otherwise noted.

Present

Board members: Amy Mincher, President; Joe McVeigh, Treasurer; Natasha Sen, Claire Tebbs; Meg Baker, Secretary  
Library Director (Acting): Royce McGrath  
Library Director: Dana Hart (on zoom)  
Minutes taken by: Fiona Gong (on zoom)

**MEETING CALLED TO ORDER**

President Amy Mincher called the meeting to order at 5:00 pm.  
See Board Packet <Board Packet 9.11.2023.pdf> for agenda and accompanying documents.

**APPROVAL OF MINUTES**

The minutes of the previous regular meeting were accepted. The Trustees also accepted the minutes from two special meetings held in July and August as well as the Trustees' Retreat in July.

**PUBLIC COMMENTS**

There were no public comments.

**DIRECTOR'S REPORT**

Acting Director Royce McGrath emphasized how happy the library is to have a new custodian, who is spending 30 hours at the IIsley Public Library and 5 hours at the Town Offices, and doing an incredible job. Royce mentioned that in his cleaning, the custodian has uncovered two swastikas, one on the stair rail outside the public bathrooms, which the library thinks is from a long time ago. And another swastika was found on the second floor underneath a desk in the fiction section. Royce said it is possible that both swastikas were drawn by the same person. The swastikas have been reported to the Middlebury police, who advised to remove them, which has been done.

Royce also said flat membrane repairs have been done to the roof of the library, and they are going to put a new gutter on the back room, but are just waiting for parts to come. One of the hood vents is missing, and they are trying to figure out what size hood vent they need. Soon the major roof repairs will be wrapped up.

There was discussion about the Director of Public Works, Emmalee Cherington, touring the building. Meg asked if Cherington had given an opinion on the condition of the building, and if she was supportive of the renovations on the building, and Royce said that she was supportive.

Royce provided a summary of the outreach efforts at Field Days during early August. Amy said having a table at field days was nice for making community connections, and that a lot of people

were interested in the designs the library had in display. She also said it was good to see the connections non-Middlebury residents have with the library.

### **DRAFT BUDGET**

Dana provided an overview of the 2025 operating budget. She explained that the 2025 operating budget looks different because the town and library are consolidating several budget lines. There are not many other changes to the operating budget. Cost of living increases for all employees. Dana has budgeted \$15,000 dollars for a part time funding assistant, to help with documenting donations to the capital campaign/Ilsey 100 Project fundraisers.

### **EXTENDING SERVICE TO WEYBRIDGE**

Dana, Royce, and the Trustees discussed a price structure to add library service to Weybridge. The Trustees talked about the options: charging by person or by the household, charging Middlebury's per capita tax rate, the out of town membership fee, or the price per capita that the collections budget would need to be increased.

The Trustees discussed the pros and cons of each option, noting the balance between offering a price that Weybridge Selectboard would agree to, but would also be fair to Middlebury tax payers.

Dana mentioned that whatever terms we agree on, the Weybridge and Middlebury communities would enter a contract for 3-5 years, so that we would not have to re-negotiate it each year. She also mentioned charging an impact fee for the impact that added library card holders would have on the building itself.

Dana reminded the Trustees that any income that the library generates goes to the Town's general line, not necessary to the library's budget. She also reminded us that although we would extend the ability for Weybridge residents to get a library card, there are many who probably won't sign up for one. She would expect to get between 25-50 new card members.

The Trustees agreed that by extending service to Weybridge and potentially other towns in the region, the library would have a greater base of support for the building project.

Each Trustee shared the formula and rationale that they were in favor of. They decided that the price should be between \$12,000 and \$20,000, based on the price per capita x the number of Weybridge residents + an impact fee on the lower end, and on the higher end the number of households x \$70 out of town Ilsey family member fee.

Next steps: Dana and Amy take the proposed numbers to the Middlebury Selectboard. From there, we can approach the Weybridge Selectboard.

6:05pm Claire left the meeting.

### **GOVERNANCE COMMITTEE: POLICY REVIEW**

Meg and Natasha provided a policy update, beginning with the Addendum to the Memorandum of Understanding with the Friends of the Ilsey Library. Joe recommended revisions to the sentence stating the role of the Friends in receiving funds for the Capital Campaign. The Governance Committee will make these edits and bring them back for next month's review.

Joe moved that we approve the intent of the Addendum to the MOU with the Friends and we instruct the governance committee and the director to take the necessary subsequent steps. Natasha seconded the motion. All members voted in favor.

The Governance Committee will bring those revisions back for a second review at next month's meeting. In the meantime, Amy Mincher will bring the policy to the Friends to see if they have any proposed edits.

The Treatment of Gifts Policy was tabled for next month.

### **FALL OUTREACH, STAFF APPRECIATION, & 100TH ANNIVERSARY**

Amy Mincher reminded the board about the panel discussion *Libraries of Our Lives* to be held with local community members on the evening of September 27th. It will be a catered event with wine and cheese.

Amy also shared that she had met with Revell Allen, the President of the Friends' board. The Trustees and Friends of the Library will co-sponsor a staff appreciation luncheon in late January 2024.

We hope to have additional community events throughout the year to celebrate IIsley's 100th anniversary.

### **ILSLEY 100 PROJECT DISCUSSION/UPDATES**

At the last Selectboard meeting, the Selectboard voted to move forward to finalize a contract with ReArch to produce a schematic design for the renovation and expansion project. They also agreed to continue the work of the IIsley 100 Project Team to continue moving the work forward. The Selectboard is concerned about a bond vote this coming March in the absence of significant progress with fundraising.

### **ADJOURN**

President Amy Mincher adjourned the meeting at 6:45 p.m.

The next regularly scheduled meeting will take place on Monday, October 9th, at 5 p.m.