

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MONDAY, MAY 14
JESSICA SWIFT COMMUNITY MEETING ROOM, ILSLEY LIBRARY**

MINUTES - DRAFT

Board decisions are unanimous unless otherwise noted.

Present: Board members: Catherine Nichols, President; Faith Gong, Secretary; Amy Mincher, Treasurer; John Freidin; Alice Eckles.

Library Director: Dana Hart.

Public: Joe McVeigh, Recording Secretary; Barbara Doyle-Wilch, Chair of the Listening Sessions Committee; Lorrie Muller, President of the Friends of the Library

CALL TO ORDER

Chair, Catherine Nichols called the meeting to order at 5:30PM

PUBLIC COMMENTS

Lorrie Muller, President of the Friends of the Library shared copies of the latest newsletter of the Friends and encouraged all board members to join. She shared highlights of the upcoming annual report noting the many ways in which the Friends support the library. The Friends pay half of the fees for the First Wednesdays lecture series; pay for a Christmas reception for volunteers and staff; contribute funds for adult programs; work with children's and teen's programs including the summer reading program prizes; support the Addison County Readers Program, a program that sends books to children between age 0 and 5 years; provide subsidized library cards to those in financial need from outside of Middlebury; sponsor a volunteer luncheon; and provide funds for the subsidization of Homecard requests. Homecard is a cooperative program in Vermont where members of one library gain access to a network of libraries. In this fiscal year, the Friends have raised \$12,657 to support the library.

BOARD COMMENTS AND ISSUES

Faith recommended a book by Dar Williams, *What I Found in a Thousand Towns*.

DECISION 1: Faith was asked to write a note to the select board recommending the book.

ACTION ITEM 1: Faith will draft a letter for inclusion in the packet at an upcoming select board meeting.

John encouraged Dana to keep a separate file on the physical needs and expenses of the building. Dana responded that all these items are on a separate budget line.

APPROVAL OF MINUTES

Board members reported on the completion of their responsibilities from the regular meeting of April 16, 2018.

Alice noted that while there may have been general agreement of moving away from using Roberts Rules of Order, she was not sure that she supported such a concept.

Alice clarified her hope that a new energy-efficient boiler could be installed that would work both before and after the proposed expansion. John agreed and asked about the process of purchasing the boiler. Dana noted that it is a capital asset for the town. Consequently, the trustees need to work with the town and with the select board. However, the process does not seem to be clear. The town and the board's responsibilities appear to overlap in this matter.

DECISION 2: The board approved as amended the minutes of the regular meeting of April 16, 2018, the minutes of the special meeting (trustee training) of April 30, 2018, and the minutes of the special meeting (board retreat) of May 5, 2018.

ACTION ITEM 2: Joe will make the necessary amendments. Dana will post the minutes appropriately.

DIRECTOR'S REPORT

Director Dana Hart invited board members to review her written report. <Director's Report 5.14.18>

As highlights, Dana noted the following:

- Visits to Addison County libraries and a regional director's meeting.
- Meetings with Fire Chief Shaw and Police Chief Hanley on safety matters and to begin formulating an emergency action plan. Possible emergencies could include fire, a dangerous patron, a hazardous materials spill nearby, or flooding, Amy noted that Joseph Watson at Middlebury College ran a useful emergency exercise for employees at the library. Barbara noted that he is author of the disaster preparedness plan for the Middlebury College libraries and might be a useful resource. John asked if library staff might have some responsibility to help get patrons out the door. Dana noted that the chief indicated that we can't ask employees to put themselves at risk.
- Dana and the college librarian hosted a social event for local non-profits attended by 20-30 people.
- A library employee who had been away for medical reasons is now back at his regular job, though not performing regular duties.
- Dana noted the ongoing issue around the need for a new boiler, but the crucial HVAC issue for the summer is air conditioning which does not work well. Dennis Newton will conduct a thorough cleaning and a few small repairs, after which most air conditioning units should be OK for the next 2-3 years if appropriately maintained. However, the large air conditioner outside needs to be replaced at an estimated cost of \$1,500-2000. We are also beginning to investigate the possibility of using heat pumps as it would be nice to have an alternate source of heat in case of emergencies.
- Moving the soft seating down to the main level appears to be minimizing people sleeping upstairs.
- A new lock with a keypad has been installed on the safe upstairs to the approval of the staff.
- Expenses for this fiscal year will be under budget. Dana met with Town Manager Kathleen Ramsey who requested projections for the end of the fiscal year to be delivered near the end of May. The

budgeting process for the next fiscal year begins in September. Dana may be requesting funds for a new position.

- Barbara asked, since we have a budget surplus, if it might be possible to fix up the large AC unit in this fiscal year.
- Dana noted that the telephone system is inadequate with models dating from the 1980s. She reported that upgrading phones would cost about \$200 dollars each for about 10 phones. John said that he had a useful source on phone systems. We want to be sure that we could move the phone system to a new facility. We are on a contract with the town which may limit our options.
- Alice asked if we are under budget if it is possible to carry the funds over explore into the next fiscal year. Dana said that this was permissible for capital expenditure funds but not for other things.
- BDW noted that the budget surplus might be used to address some one-time expenses.
- The teen collection now on the mezzanine level will be moved to the first floor.
- Tricia is now managing scheduling for the children's desk.

ACTION ITEM 3: Dana will put up signs and post on the library's Facebook page about the upcoming Friday closure. Amy will put up a notice on Front Porch Forum.

Joe suggested that as Dana regular submits a written report to the board, that it might be a better use of time to simply focus on a few specific items rather than reviewing the entire report.

Barbara noted that we spend a great deal of our meeting time reviewing what has already transpired and suggested that we try to keep our focus on the future.

CHRISTMAS TREE

The Middlebury Garden Club formerly put up a Christmas tree display in the Middlebury Community House. Since the Community House is now used as the Middlebury Community Music Center, the Garden Club has been putting up its display in the library. John had previously noted that this gave preference to a single religion and had suggested that a menorah would give equal time to Hanukah. Catherine suggested that perhaps it could be a peace tree. Lorrie noted that the Garden Club tree contains no religious symbolism, only pine cones and earth things. John maintained that the tree is still a Christian symbol even if it does not contain specifically religious content. Barbara suggested that there should be active displays of other religions. Lorrie said that there should not be anything religious in the library. Faith raised three questions: does greenery represent specific religious holidays or not? Should board members pitch in for a menorah? Might it be possible to use this as an opportunity to build community and to foster interfaith dialog? Dana asked that the board develop a policy on how we deal with decorations and displays, religious or otherwise. Chair Catherine Nichols noted that we did not have time on the agenda to fully discuss this issue.

ACTION ITEM: Catherine will either schedule discussion of this issue for a further meeting or delegate a decision to the ad hoc committee on policies.

UPCOMING COMMITTEE MEETINGS

The ad hoc committee on listening tours is planning to meet on Tuesday, May 15th. Barbara, Dana, Catherine, Faith, and John plan to attend.

The ad hoc committee on finance is planning to meet during the week of May 20th. Amy and Dana plan to attend.

The ad hoc committee on policy is planning to meet on June 5th. John, Dana, and Joe plan to attend.

ACTION ITEM: Ad hoc committees to meet as scheduled.

John offered to send a "win/win document" to the board.

ADJOURNMENT

Chair Catherine Nichols declared the meeting adjourned at 6:58PM.

NEXT REGULAR MEETING

Monday, June 11th, 5:30PM, Jessica Swift Community Meeting Room, Ilseley Library

Respectfully Submitted,
Joe McVeigh, Recording Secretary

ACCOMPANYING DOCUMENTS

Agenda 5.13.2018.pdf
Ilseley Board Meeting Minutes 4-12-18 Draft.pdf
Ilseley Library Board Meeting Minutes 4-30-18 Draft.docx
Ilseley Library Board Retreat Minutes 5-7-18 Draft.docx
Director's Report 5.13.18.pdf

SUMMARY OF DECISIONS

1. asked Faith to write a letter to the select board recommending a book.
2. approved as amended the minutes of the April 12th regular meeting and the April 30 and May 7 special meetings
3. postponed a full discussion about the suitability of a holiday tree display
4. planned times for the meetings of three ad hoc committees

SUMMARY OF ACTION ITEMS

1. Catherine will meet with the Town Manager to discuss the library director's performance review process (carried over from March meeting.)
2. Faith will write a letter to the select board recommending a book
3. Joe will amend minutes of the previous meetings and send to Dana who will post them.

4. Dana will post notices about the library closure on signs and on the library’s Facebook page. Amy will do the same on Front Porch Forum.
5. Catherine will schedule a discussion of the Christmas tree for a future meeting or delegate this to the ad hoc committee on policy review
6. The ad hoc committees on listening tours, finance, and policy will meet to pursue the appropriate issues

TABLE OF RESPONSIBILITIES FOR ACTION ITEMS

ITEM	DESCRIPTION	CATHERINE	AMY	FAITH	ALICE	JOHN	DANA	JOE	BARBARA
1	Meet with town manager to discuss Director’s evaluation	X							
2	Post meeting minutes						X	X	
3	Write letter to select board recommending books			X					
4	Post notices about Friday closure		X				X		
5	Schedule discussion or delegate responsibility on religious displays	X							
6	Meet to discuss listening tours	X		X		X	X		X
7	Meet to discuss finances		X				X		
8	Meet to discuss policies					X	X	X	