

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MONDAY, JULY 9, 2018
JESSICA SWIFT COMMUNITY MEETING ROOM, ILSLEY LIBRARY**

MINUTES - APPROVED

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

CALL TO ORDER

See <Agenda 7.9.2018>

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

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

See <Draft Ilsley Library Board Meeting Draft Minutes 6.11.2018>

Board members reported on the completion of their responsibilities from the regular meeting of June 11, 2018.

DECISION 1: The board approved as amended the minutes of the regular meeting of June 16, 2018.

ACTION ITEM 1: Joe will forward edits to Dana who will post the minutes appropriately.

COMMITTEE REPORTS

Ad Hoc finance Committee Report to the Board

See <Ad Hoc Finance Committee 7.5.2018>

Dana and Amy presented a report to the board which highlighted major expenses for the last quarter.

John asked how the revenue could be budgeted at \$50,000 but only be \$16,000. Dana thought that the estimate of revenue had been overly optimistic.

Joe noted that it was difficult to understand the significance of the expenditures without the larger context of the budget or an overall financial report. Others noted that typical financial statements

include a comparison of the actual year-to-date revenues and expenditures with what is budgeted for the current period.

Dana indicated that she will bring a draft of the 2018 fiscal year (FY 18) budget to the next meeting.

ACTION ITEM 2: Dana will bring a draft of the FY 2018 budget to the August meeting.

Ad Hoc Policy Committee Report to the Board

See <Ad Hoc Policy committee Report 6.26.2018> and <Ad Hoc Policy Committee Report 7.3.2018>

After reviewing all library policies, the Ad Hoc Policy Committee presented a prioritized list of policies to be updated and shared its plan that some be reviewed sooner than others. The Ad Hoc Committee requested that the Board rescind four policies that the Committee felt were either outdated, unnecessary, or subsumed by another, more current policy.

DECISION 2: The board voted to rescind the following policies.

- Art Displays (redundant; overlaps significantly with “Exhibits, displays, and bulletin board”)
- Co-operation with Other Interested Groups and Organizations (outdated and unnecessary)
- Interlibrary loan...contribution (no longer relevant to the way Ilseley processes Interlibrary loans)
- Unbudgeted Income (redundant; overlaps significantly with “Policy Concerning Gifts and Bequests”)

ACTION ITEM 3: Dana will remove any rescinded policies that are posted and mark the others as rescinded for the files.

A discussion ensued on the amount of time that needed to pass before a new policy could be enacted or an old policy amended. John suggested that a policy should be presented and voted on, then voted on a second time at a subsequent meeting. Joe and Barbara noted that such a process could become unwieldy if it were required every time someone wished to make a minor change.

A consensus emerged that a new or amended policy would be presented for discussion and review at one meeting, then warned and voted on at the subsequent meeting.

The Ad Hoc Policy Committee presented a proposed template to guide further policy development. See <Draft Ilseley Public Library Policy Template 7.5.2018>

DECISION 3: The board approved the adoption of the proposed template

ACTION ITEM 4: The Ad Hoc Committee on Policy will make use of the new template in further policy development.

The Ad Hoc Policy Committee presented a draft charge to a standing committee on policy for discussion. See <Draft Policy Committee Charge 7.23.2018.pdf>

John suggested that when the by-laws are revised, they should specify that when the President makes appointments to committees that it should be clear the appointments are for a one-year period, and that the appointments should be made by the second meeting of the board after the March election.

Barbara suggested that approved standing committees should be added to the by-laws. This would inform new and prospective members that this is a working board and that there are expectations beyond regular board meetings. Furthermore, this would establish standing committees in the structure of the board rather than just leave it up to the President to establish them and appoint members.

Faith noted that the draft of the standing committee on policy would require two board members. Catherine expressed concern that the board is a small one. If it is necessary to have multiple board members on all standing committees, we may spread ourselves a bit thinly.

Each ad hoc committee will decide if it thinks its function should be carried out by a standing committee. When we have recommendations from each ad hoc committee, we will contemplate the establishment of standing committees at the same time.

The board did not vote on the draft charge to form a standing committee on policy.

The Ad Hoc Committee on Policy presented a draft policy on computer use.

See <Draft Computer Use Policy 7.3.2018.pdf>

The board reviewed the policy but did not vote on it. However the policy may be voted on at a subsequent meeting.

ACTION ITEM 5: Catherine will ensure a vote on this policy is added to the agenda for the next meeting. Dana will ensure that the draft policy is included in the board packet for the next meeting.

DIRECTOR'S REPORT

Director Dana Hart invited board members to review her written report. <Director's Report 7.6.18>

John asked about teen room. Dana noted that teen circulation had soared since the teen materials were moved.

Amy asked about the meeting with farm workers coalition.

Dana clarified that Lisa Rader teaches design locally and may put her students to work on some graphic design ideas for Ilseley.

Alice asked if the board might see the proposal for coffee in the library.

ACTION ITEM 6: Dana will circulate the draft proposal for having coffee available in the library

DISCUSSION OF QUESTIONS FOR MIDDLEBURY'S ENERGY COMMITTEE

Dana met with Ross Conrad of the Middlebury Energy Committee to explore how they might advise the library on becoming more energy efficient.

Joe asked who makes decision about major capital purchases for the library. Is this decision up to the Ilseley Board of Trustees? To the Select Board?

Alice noted it would be good to have that information.

Dana noted that if it is an expense of more than \$3,000 it has to go out to bid and must be approved by the Select Board.

It was felt that the board does not want to spend money that might be wasted when and if we move to a redesigned building. It was the sense of the meeting that we should ask the Energy Committee to look into possibilities, but emphasize that we would like solutions that could be used in a new or redesigned building.

Amy noted that we are looking for solutions for the entire building and that we should prioritize our expenditures.

Dana noted that the furnace heats the entire building. If the furnace should fail, we would be in significant trouble. She noted that we are currently planning to gradually transition to heat pumps as our air conditioning units fail. Perhaps we will get to a point where we don't need a new furnace.

DECISION 4: The board agreed to ask the Energy Committee to look into possible options for us.

ACTION ITEM 7: Dana will communicate with Ross Conrad.

WALT WHITMAN PRESENTATION

Dana gave an update for the Walt Whitman presentation to be held in the library on September 20th. She has been working on the invitations which will be produced at an estimated cost of about \$1 per invitation. She anticipates sending out between 150 – 200 invitations. She asked if the board would be willing to pay for the invitations.

John suggested that name of the actor on the invitation should be bigger.

John noted that he had cultivated a list of potential donors and influential people in anticipation of the library expansion. Would it be possible to invite them in addition to the Friends?

Catherine asked for clarification on the purpose of the event? Is it primarily for thanking the Friends or for inviting new people to be more involved. ?

DECISION 5: The board agreed to pay for invitations to the event.

ACTION ITEM 8: Dana will see that the invitations are printed and sent out.

ACTION ITEM 9: Dana and John will discuss who should be invited to the event.

STRATEGIC FORWARD THINKING

Barbara gave an update on the Listening Tours and shared thoughts on next steps. The Tell Me Tours have been going fabulously. It is planned that they will consist of 12 gatherings of 4-8 people.

She spoke of the need to analyze the data in mid-November and noted that the report of the Listening Tours will depend on the results of the analysis.

It was asked whether it was premature to talk with fundraising consultant Christine Graham on an informational basis.

Barbara noted that the Tell Me Tours are getting some very strong supporters. What are we going to do with them? A lot of people are coming out. Think of an advocacy group. What is the charge to them? We need to keep the enthusiasm going.

Barbara noted that a former VP of development at the college might be interested in helping if she were able to help develop the strategy. Barbara asked: What are the pieces of a strategy?

John asked if we might send updates to people who had participated in the Tell Me Tours. Could we report back to them on our findings? Should we invite them to the Walt Whitman event? He agreed with Barbara that we should keep the enthusiasm going.

Alice proposed that we ask the Listening Tours Committee to make a decision about what to do with the data they collect.

BOARD COMMENTS AND UNFINISHED BUSINESS

Alice said she would like us to think about having a sustainable library policy and to find out how to get certified as a sustainable library.

Joe asked if the library (and the board) were open and welcoming to a variety of political points of view. He wondered if those with a more conservative viewpoint would feel welcome.

Dana shared an article from the *American Libraries Magazine* called "Are Libraries Neutral?"

UPCOMING AD HOC COMMITTEE MEETINGS

The ad hoc committee on listening tours (Barbara, Dana) is planning to hold listening sessions on Monday, July 9th and subsequently.

The ad hoc committee on finance (Amy, Dana) is planning to meet on Tuesday, July 10th.

The ad hoc committee on director evaluation (Alice, Catherine) is planning to meet on Wednesday, July 11th.

The ad hoc committee on policy (John, Dana, Joe) is planning to meet on Tuesday, July 17th.
The ad hoc committee on bylaws review (Faith, Joe) is planning to meet on Friday, July 27th.

ACTION ITEM 10: Ad hoc committees will meet as scheduled.

ADJOURNMENT

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

NEXT REGULAR MEETING

Monday, August 13th, 5:30PM, Jessica Swift Community Meeting Room, Ilseley Library

Respectfully Submitted,
Joe McVeigh, Recording Secretary

ACCOMPANYING DOCUMENTS

Agenda 7.19.2018.pdf
Ilseley Board Meeting Draft Minutes 6.11.18.pdf
Ad Hoc Finance Committee 7.5.2018.pdf
Ad Hoc Policy Committee Report 6.25.2018.pdf
Ad Hoc Policy Committee Report 7.3.2018.pdf
Draft Computer Use Policy 7.3.2018.pdf
Draft Ilseley Public Library Policy Template 7.5.2018.pdf
Draft Policy Committee Charge 7.3.2018.pdf
Director's Report 7.6.2018.pdf
MEMO to Selectboard 6.27.2018.pdf
Town of Middlebury Public Assemblage Permit.pdf
Potential Questions for Energy Committee 7.5.2018.pdf

SUMMARY OF DECISIONS

1. approved as amended the minutes of the regular meeting of June 16, 2018.
2. voted to rescind the policies on art displays, cooperation with other interested groups and organizations, interlibrary loan contribution, and unbudgeted income.
3. approved the adoption of the proposed policy template
4. agreed to ask the Energy Committee to look into possible options for us.
5. agreed to pay for invitations to the Walt Whitman event.

SUMMARY OF ACTION ITEMS

1. Joe will forward edits of meeting minutes to Dana who will post the minutes.
2. Dana will bring a draft of the FY 2018 budget to the August meeting.
3. Dana will remove any rescinded policies that are currently posted and mark the others as rescinded for the files.

4. The Ad Hoc Committee on Policy will make use of the new template in further policy development.
5. Catherine will ensure a vote on Computer Use policy is added to the agenda for the next meeting.
Dana will ensure that the draft policy is included in the board packet for the next meeting.
6. Dana will circulate the draft proposal for having coffee available in the library.
7. Dana will communicate with Ross Conrad of the Energy Committee.
8. Dana will see that the invitations for the Walt Whitman event are printed and sent out.
9. Dana and John will discuss who should be invited to the Walt Whitman event.
10. Ad hoc committees will meet as scheduled.

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 (Held over from March Meeting)	X							
2	Post meeting minutes						X	X	
3	Bring draft of 2018 budget to August meeting.						X		
4	Remove rescinded policies from web site. Mark as rescinded for files.						X		
5	Use new policy template					X	X	X	
6	Add computer use policy to August Agenda	X					X		
7	Circulate draft coffee proposal						X		
8	Ask Energy Committee to present options						X		
9	Have Walt Whitman invitations printed and sent out						X		
10	Discuss who should be invited to Walt Whitman event					X	X		
11	Meet in Ad Hoc Committees	X	X	X	X	X	X	X	X