

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
MONDAY, AUGUST 13, 2018  
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.

Library Director: Dana Hart.

Public: Joe McVeigh, Recording Secretary

**CALL TO ORDER**

See <Agenda 8.13.2018.pdf>

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

**APPROVAL OF MINUTES**

See <Draft Ilsley Library Board Meeting Draft Minutes 7.9.2018.pdf>

Board members reported on the completion of their responsibilities from the regular meeting of July 9, 2018.

It was noted that it had been Dana, rather than John, who indicated that expenses above \$3000 needed town approval at the July 9<sup>th</sup> meeting as noted on page 4.

DECISION 1: The Board approved the minutes of the regular meeting of July 9, 2018 as amended.

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

**PUBLIC COMMENTS**

None

**COMMITTEE REPORTS**

**Ad Hoc Bylaws Committee**

**(Members: Faith & Joe)**

<Ad Hoc Bylaws **Committee Report 8.7.2018.pdf**>

Faith reported that she had compared the 2015 bylaws with a checklist in the Vermont Library Trustees manual. She noted that there were several items in the bylaws that would require discussion by the Board and proposed that we set aside 15 minutes in each of the upcoming meetings this fall to review them. Major issues to be discussed: September meeting: should the mission statement be in the

bylaws?; October meeting: job descriptions for officers and Director; November meeting: should meetings follow Roberts Rules of Order or possibly some other method, such as making decisions by consensus?

Joe noted that Lara Keenan, Vermont State Library Consultant on Governance had recently shared a brief summary of the basic concepts of parliamentary procedure.

ACTION ITEM 2: Joe will make sure everyone has copy of the resource recommended by Lara Keenan

ACTION ITEM 3: Faith and Joe will meet with individual Board members to ascertain their points of view on issues in the bylaws.

### **Ad Hoc Director Support and Evaluation Committee**

**(Members: Catherine & Alice)**

<Ad Hoc Director Support and Evaluation Committee Report 8.3.2018.pdf>

<DRAFT Director Support and Evaluation Committee Charge 8.1.2018.pdf> <DRAFT Director Review and Planning Form 8.6.2018.pdf>

Catherine reported that the committee met with Dana on July 11 for an informal 6-month evaluation at which they discussed Dana's goals for the year.

The committee has also been exploring possible models for an annual evaluation of the Director. Dana suggested that the evaluation of the Director use a similar process as the evaluation for staff. She suggested a one year evaluation on the anniversary of her hire in January. After that the formal evaluation could be aligned with the fiscal year and take place in May or June.

Catherine and Dana will meet with Town Manager Kathleen Ramsey and Assistant Town Manager Chris English to consider if there might be a way to align the Director's evaluation with the proposed town's evaluation of department Directors. There might be some way to obtain input from the town in the evaluation process.

Amy asked if there some way of incorporating staff input into the evaluation process.

The Board discussed the draft charge to the proposed Director Support and Evaluation Committee.

John raised several issues about the draft proposal. He wasn't sure that a committee was needed to support the Director. Perhaps that job should be up to the entire Board and especially to the Board President. He wondered if it made sense to have one committee make a recommendation on compensation and benefits of the Director that is not also considering compensation of other employees and the budget. He further wondered if this committee would be qualified to do a Director search. He questioned whether it was appropriate for the Town Manager to be part of the evaluation committee if Vermont law indicates that the Director is responsible to the library Board of Trustees.

Catherine suggested that including Town Manger would strengthen the relationship between the library and the town. Dana will check with other Vermont libraries to find out how they conduct Director evaluations.

Faith noted that we are quite a small Board. Does it make sense to form a committee to perform these functions? Could it be done by the Board as a whole? Should we have an Executive Committee to take care of some functions?

ACTION ITEM 4: Catherine and Dana will meet with Kathleen Ramsey to discuss the evaluation process.

### **Ad Hoc Finance Committee**

**(Members: Amy, Dana)**

See <Ad Hoc Finance Committee Report 8.1.2018.pdf; DRAFT Finance Committee Charge 8.1.2018.pdf; FY 18 Expenditure Report 8.8.2018>

The Board discussed the draft charge developed by The Ad Hoc Finance Committee.

Catherine suggested that the committee be larger. It might be advisable to have one or two additional members who might be knowledgeable about finances but need not be Board members.

Joe suggested that one function of the Treasurer should be to help develop the financial expertise of the Board by explaining and interpreting the financial statements.

John asked why the committee need to review and reimburse expenses. Amy indicated that it was necessary to specify which expenses are incurred by the Board as opposed to the library, which in turn is different from expenses of the Friends of the Library. The committee would also keep track of donations to the endowment and assist with grant development, which requires specific skills.

Faith noted that according to the current bylaws one of the general powers of the Board is to report annually to the town on the state of the library.

Faith asked how the work of this committee is any different from the Treasurer working with the Director. Perhaps the job of the proposed Finance Committee is actually the work of the Treasurer and the Director.

ACTION ITEM 5: Dana and Amy will meet and consider the Board's discussion and refine or rethink the proposed charge.

Dana shared the expenditure report for the previous fiscal year.

### **Ad Hoc Policy Committee**

**(Members: John, Joe, Dana)**

See: <Ad Hoc Policy Committee Report 8.7.2018.pdf; DRAFT Internet Policy 8.7.2018.pdf; DRAFT Meeting Room Policy 8.7.2018.pdf; DRAFT Agreement to Use Jessica Swift Meeting Room.pdf; DRAFT Computer Use Policy 7.3.2018.pdf>

The committee presented three draft policies and a draft meeting room agreement for the Board's review. There was no discussion of these proposed policies.

The Board briefly discussed the revised Computer Use Policy which had been previously presented at the Board meeting of July 9, 2018.

DECISION 2: The Board voted to approve the revised Computer Use Policy.

ACTION ITEM 6: Dana will replace the existing policy on the web site with the revised policy.

**DIRECTOR'S REPORT**

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

Catherine noted that she was encouraged by the participation of 62 teens in the summer reading program.

John asked if our liability insurance covers the upcoming teen trip to Branbury Beach.

Joe asked about Dana's meeting with the Chair of the Prudential Committee of East Middlebury Water District which administers the building in which Sarah Partridge Library is located. Dana noted that it was a productive conversation. The Memorandum of Understanding (MOU) that governs the relationship between Ilseley and the Prudential Committee is 14 years old and should be revisited. The current budgeting procedure is complex. Dana and the Chair explored possible models to simplify the MOU and the budgeting process in particular.

John suggested that Dana should report to the select Board to make them aware when there are issues with the facilities.

Dana met with the new Director of the Bixby Library who wants to reach out to the refugee and immigrant population in the Vergennes area. Addison County has a disproportionate number of foreign farmworkers compared with the rest of the state.

**FRIENDS OF ILSLEY LIBRARY REPORT**

The Friends have not met since the last Board meeting but will resume regular meetings in September. A highly successful book sale was held on August 4<sup>th</sup>.

**PLANS FOR THE WALT WHITMAN EVENT**

If there is a large response, the performance will be held in the Jessica Swift Community Meeting Room and the reception will be upstairs in the circulation area. Amy volunteered to make and organize food for the event. It was suggested that Board members could donate some wine and alternative beverages. The question of exactly how to serve food and beverages was not quite resolved.

Joe suggested that if the performance were to be upstairs that a stage would be desirable so that people could see. John asked if the performance could be done in the round.

ACTION ITEM 7: Amy will coordinate food refreshments.

ACTION ITEM 8: Someone ? will coordinate beverage donations.

### **FY 2020 BUDGET: CAPITAL BUDGET, STAFF COMPENSATION**

See: <DRAFT Ilseley Compensation Plan 7.31.2018.pdf; DRAFT Capital Budget FY 20 8.8.2018.pdf>

Dana noted that the capital budget must be submitted to the town by the end of August and beginning of September. Town Manager Kathleen Ramsey and Town Public Works Planning Director Dan Werner indicated that the current figure for heating and cooling is a place-holder.

On August 15, Dana and Dan Werner will meet with the Town Energy Committee to discuss the possibility of integrating the purchase and installation of upcoming heating/cooling solutions with new a new building redesign..

John indicated his view that any new purchase must be driven by ability to move solution to a new facility. H suggested that we make sure the select Board is aware that this will be a big expense. He suggested talking to the architects who worked on the initial redesign to see if they have any recommendations for an energy consultant.

DECISION 3: The Board voted to approve the proposed capital budget including the amount of necessary for adjustments for FY 2019-2020.

ACTION ITEM 9: Dana will present the approved capital budget to the town as part of the overall budget planning process.

### **COMPENSATION PLAN**

Dana explained that some employees of the library are represented by the union and others are not. Some union staff are currently on a step system which allows for regular raises. However at present there is no way for non-union staff to receive Cost of Living (COLA) increases.

Dana is exploring a way to bring about COLA raises for all staff. However implementing that this year would mean a substantial increase in the compensation budget line during a year in which we are also requesting funding for a new position. The town management is working on a system that will tie compensation to the evaluation process. It could be that their plan will address this issue. Dana will delay implementation of this for a year and bring it up again in next year's budget cycle.

## **ADJOURNMENT**

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

## **NEXT REGULAR MEETING**

Monday, September 24<sup>th</sup>, 5:30PM, Jessica Swift Community Meeting Room, Ilsley Library

Respectfully Submitted,  
Joe McVeigh, Recording Secretary

## **ACCOMPANYING DOCUMENTS**

Agenda 8.13.2018.pdf  
DRAFT Ilsley Board Meeting Minutes 7.19.2018.pdf  
Ad Hoc Bylaws Committee Report 8.7.2018.pdf  
Ad Hoc Director Support and Evaluation Committee Report 8.3.2018.pdf  
DRAFT Director Support and Evaluation Committee Charge 8.1.2018.pdf  
DRAFT Director Review and Planning Form 8.6.2018.pdf  
Ad Hoc Finance Committee Report 8.1.2018.pdf  
DRAFT Finance Committee Charge 8.1.2018.pdf  
FY 18 Expenditure Report 8.8.2018.pdf  
Ad Hoc Policy Committee Report 8.7.2018 DRAFT Internet Policy 8.7.2018.pdf  
DRAFT Meeting Room Policy 8.7.2018.pdf  
DRAFT Agreement to Use Jessica Swift Meeting Room.pdf  
Director's Report 8.8.2018.pdf  
DRAFT Computer Use Policy 7.3.2018.pdf  
DRAFT Ilsley Compensation Plan 7.31.2018.pdf  
DRAFT Capital Budget FY 20 8.8.2018.pdf

## **SUMMARY OF DECISIONS**

1. Approved the minutes of the regular meeting of July 9, 2018 as amended.
2. Approved the revised Computer Use Policy.
3. Approved the proposed capital budget.

## **SUMMARY OF ACTION ITEMS**

1. Joe will forward edits of the July 9<sup>th</sup> minutes to Dana who will post them appropriately.
2. Joe will make sure everyone has a copy of the resource outlining parliamentary procedure shared by Lara Keenan
3. Faith and Joe will meet with Board members individually to ascertain their points of view on issues in the bylaws.
4. Catherine and Dana will meet with Kathleen Ramsey to discuss the Director's evaluation process.
5. Dana and Amy will meet and consider the Board's discussion and refine or rethink the proposed

- charge to the Ad Hoc Finance Committee.
- 6. Dana will replace the existing Computer Use Policy on the web site with the revised policy.
- 7. Amy will coordinate food for the Walt Whitman event.
- 8. Someone will coordinate beverage donations for the Walt Whitman event.
- 9. Dana will present the approved capital budget to the town as part of the overall budget planning process.

**TABLE OF RESPONSIBILITIES FOR ACTION ITEMS**

ITEM	DESCRIPTION	CATHERINE	AMY	FAITH	ALICE	JOHN	DANA	JOE	BARBARA
1	Forward edits of minutes and post.						X	X	
2	Share resource outlining parliamentary procedure							X	
3	Meet with Board members individually to discuss bylaws.			X				X	
4	Meet with Town Manager to discuss the Director's evaluation process.	X					X		
5	Refine or rethink proposed charge to the Ad Hoc Finance Committee.		X				X		
6	Replace the existing Computer Use Policy on the web site						X		
7	Coordinate food for the Walt Whitman event.		X						
8	Coordinate beverage donations for the Walt Whitman event. ???								
9	Present the approved capital budget to the town						X		