

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING  
MONDAY, AUGUST 12, 2019  
ILSLEY LIBRARY, MIDDLEBURY**

***MINUTES - DRAFT***

Board decisions are unanimous unless otherwise noted.

Present:

Board members: Catherine Nichols, President; John Freidin; Faith Gong, Secretary; Amy Mincher, Treasurer; Joe McVeigh

Library Director: Dana Hart

**CALL TO ORDER**

See Board Packet for agendas and accompanying documents.

President Catherine Nichols called the meeting to order at 5:02 PM.

**APPROVAL OF MINUTES**

DECISION: The Board approved the minutes of the regular meeting of July 8, 2019.

**PUBLIC COMMENTS**

There were no comments from the public.

**MCTV REPORT**

Joe McVeigh reported on Len Rowell's storytelling event (co-sponsored by Ilsley) at the Bundle space, in which members of the public were videotaped telling their stories. Footage will air on MCTV.

MCTV is also planning technology upgrades.

Dana added that the library had a mobile library at the event, which was attended by 104-105 people (over two sessions.)

**FRIENDS' REPORT**

Lorrie Muller did not attend, so there was no report from the Friends. Dana reported that the August book sale brought in over \$500.

**GOVERNANCE COMMITTEE REPORT**

Dana introduced the draft programming policy, which she had worked on with Joe McVeigh and Faith Gong. John Freidin raised the question of whether the library's nondiscrimination policy needs to be

stated explicitly as part of the programming policy. The policy will be voted upon at the September meeting.

#### **DIRECTOR EVALUATION COMMITTEE REPORT**

Catherine Nichols and Faith Gong received Dana's self-evaluation and have completed their response on behalf of the board. The next step will be to pass the evaluation along to Kathleen Ramsay for her feedback. The completed evaluation will be housed in the town offices, and a printed copy will be distributed to each trustee.

#### **QUARTERLY FINANCE REPORT**

Amy Mincher and Dana submitted the financial report of the past fiscal year. We do not yet have a budget report from Jackie Sullivan with which to reconcile it, because she is still inputting data. Dana's sense is that the budget in the board packet is quite accurate.

Ilsley is about \$14,000 under budget, mostly due to the misalignment with Sarah Partridge's fiscal year. Dana expects that the accurate total would be that Ilsley is about \$10,000 under budget. The library was mostly over in its compensation spending. The telephone spending was quite low because Ilsley switched to the town's plan. Ilsley was over by 14% in building repairs, but under in grounds maintenance.

Catherine Nichols inquired about the \$0 figure for "Juvenile Lost Materials." Dana explained that the accounting has changed; because payment for lost materials goes to the town's revenue stream, lost materials will heretofore be listed in the negative, so that they can be covered by revenue.

Dana expects that the building maintenance budget line will be over by more than 14% in the coming fiscal year.

Amy Mincher clarified that she still has to write checks to the trust agency accounts based on income over the past six months. She will share the amounts with the board and get approval before she writes the checks.

There was confusion over the presentation of the trust agency accounts. Dana suggested adding a "Starting Balance" column, so that it's clear how much was in each account at the beginning of the fiscal year. The trust agency accounts do not make income; income from the Trustee Vanguard Accounts is added to the trust agency accounts. Most of the income from the accounts is restricted for certain purposes. The town auditors are encouraging us to eliminate the trust agency accounts as they are spent down.

#### **DIRECTOR'S REPORT**

There was a brief discussion about whether the community room chairs really need to be replaced. Dana made the case for budgeting for new chairs over the next few years, as they get a lot of use.

Dana will be attending the Middlebury College Well Being Day on campus.

## **PLANNING FOR FRIENDS' EVENT IN OCTOBER**

"Conjuring the Dead: Spirit Art in the Age of Radical Reform," will be a tour of the Sheldon Museum exhibition, followed by a reception at Ilseley. The event will take place on Thursday, October 3 at 6:00 PM. Dana wondered whether the trustees would cover snacks again for the event. Catherine and Amy agreed to form a subcommittee with Dana to figure out the refreshments.

## **DISCUSSION: NEXT STEPS FOR RENOVATION OUTREACH**

Joe McVeigh reviewed the multi-phase plan developed by Barbara Doyle-Wilch at the board retreat in April.

Dana suggested moving this from a board issue to a library-town committee issue, as per the Shelburne model. We should be working closely with Kathleen Ramsay and the Selectboard, assuming the renovation will require a bond vote. She recommended forming a committee outside of the board, which would meet perhaps once a week.

John directed the board to his email, in which he laid out eight improvements to be addressed by the renovation and suggested that the board consider whether there were two items that they could eliminate. This could reduce the cost; if the board was unable to eliminate any items, the choice would be whether to attempt to find an architect who could address all improvements for less.

Joe reminded us that there were three Selectboard members on the original building committee. He referred to Susan Shashok's comments when she met with the board, that the town has a list of projects and that the library should get on that list. Joe suggested that working with the town would be important, and that we may have to proceed without all of the answers.

John doubted that we could obtain much information from the town around how much money they'd be willing to designate to a library renovation, and what their timeline would be.

Joe quoted Ruth (from Shelburne) and the people at the library in Greenfield (MA), that people are always going to say it costs too much, and that there's never a good time.

Faith suggested getting additional estimates/input from other architects. Amy asked about the process of selecting architects for the original plans. John said that seven firms responded, and four were interviewed. At this initial stage, no designs are involved.

Catherine mentioned being impressed with Ruth Hagerman's testimony that VIA was skilled at community involvement.

Joe felt that the price tag was what stopped the initial renovation process.

Catherine feels that the town has "construction fatigue," and that the timing isn't right. She cited 2024 as a reasonable goal, either for laying a cornerstone or celebrating a completed renovation.

John suggested writing up a charge for any committee and being clear about time commitment.

Next steps: Dana will meet with Joe and Catherine in preparation for an appointment with Kathleen Ramsay and Brian Carpenter to discuss working together towards the renovation project. John suggested that Dana consider meeting first with Victor Nuovo.

**BOARD COMMENTS AND UNFINISHED BUSINESS**

Dana reported on the very successful Virtual Reality experience in the library last week, using equipment borrowed from Hannaford Career Center. They will definitely do it again next summer, possibly earlier.

**ADJOURNMENT**

President Catherine Nichols declared the meeting adjourned at 6:59 PM.

**NEXT REGULAR MEETING**

Tuesday, September 3, 5:00 PM, Jessica Swift Community Room

Respectfully Submitted,  
Faith Gong, Secretary