

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING
TUESDAY, SEPTEMBER 3, 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

Friends President: Lorrie Muller

CALL TO ORDER

See Board Packet for agendas and accompanying documents.

President Catherine Nichols called the meeting to order at 5:00 PM.

APPROVAL OF MINUTES

DECISION: The Board approved the minutes of the regular meeting of August 12, 2019.

PUBLIC COMMENTS

There were no comments from the public, but Dana thanked the trustees for the card that they gave her to congratulate her on her upcoming wedding.

MCTV REPORT

Joe McVeigh reported that the MCTV board hasn't met since our last meeting. He shared that the footage of the storytelling event at Bundle is now available on MCTV, and is wonderful; it includes people's past memories of growing up in Middlebury. (Ilsley Library was mentioned prominently as a sponsor.)

Joe, Amy, and John hope to attend the Middlebury Planning Commission meeting tomorrow (Wednesday) night at the Town Offices at 7 PM (refreshments at 6.)

FRIENDS' REPORT

Lorrie Muller joined us after the Friends' summer hiatus. The September book sale will be this coming Saturday (9/7).

The Friends have always sold book bags with the Ilseley logo on them. They've become very expensive, and the Friends are debating whether to charge \$15 for a bookbag, or go cheap. They've sold about 500 of these bags over the past 7-8 years. The current bags are being sold for \$5, which is what they cost to buy; the good ones sold for \$7, which was a \$1.50 profit. Catherine, Faith and Joe were in favor of high quality. Faith raised the possibility of gifting a bag to those who joined at a certain membership amount. Joe recommended getting good quality bags, and selling them at a price so that they make a profit. The point is not money making, but PR. Dana pointed out that the bags are the only branded merchandise that the library has.

The next Friends' meeting is Thursday, September 12 at 9:15.

UPDATES ON ADULT PROGRAMMING: CHRIS KIRBY

(See attached "Summer 2019 in Review.")

The focus of the adult summer reading programming was space. Program attendance was double what it was last summer (538 adults attended, vs. 269 in 2018), and registration for the summer reading program was also double. The adult programming collaborated with youth services and MCTV, which was successful and energizing. A number of other collaborations with Middlebury College, Parks and Rec, and other organizations added a creative and inspiring set of programs.

Successful non-space-themed programs included a fully-registered wild game cooking program, and a film screening about the Holocaust.

Renee Ursiti joined adult services this summer, and is an energetic contributor. She's working on public relations and marketing.

Jake Burnham of Hannford Career Center provided a virtual reality helmet for a week of demonstrations.

A computer programming lunar simulation challenge happened with Peter Johnson from Middlebury College.

The summer reading challenge had good participation (and weekly raffle prizes from local businesses.)

Chris and Renee are still in the early stages of planning fall programming, with an eye towards underserved populations.

Adult outreach has been sporadic. Renee just visited Project Independence, where she is scheduling some reading programs. A possible project is working with families to create memory boxes.

Trends Chris is seeing among adult library users: Focus on programming reflects a change in the organization.

UPDATES ON YOUTH PROGRAMMING: TRICIA ALLEN

(See attached "Youth Services Report Notes" for the full report.)

Tricia reported that there has been great patron response to the reorganization of the fiction collection. The "MIDD Reads" program that she's developed with Julie Altamose at Mary Hogan was very well received at the VLA conference this past spring.

Up next: Re-labeling the non-fiction section, and re-organizing the easy reader collection.

Summer reading is finished; 430 youth registered for the program (by way of comparison, Fletcher Free Library in Burlington had about 450 youth registered for their program.) However, the number of children who finished the program was almost the same as 2018.

About 50% of registrants are from Middlebury, 15% are from outside the ACSD school district or out of state, and 35% are from other ACSD towns.

Lyn Goldsmith has taken over the craft table this past year, and has done 52 projects over the course of the year!

Fall programming begins next week for early literacy storytimes; school-age programming begins after soccer season. This year, money from Rotary will help fund 9 book discussions over the year (including 10 copies of the book, and snacks.) The discussions will target a variety of ages and genres. The October book discussion will be for *Small Spaces* by Katherine Arden.

Based on programming audit, Tricia will be looking to book 1-2 special events each month to increase knowledge, and parenting-based programming.

The Book Bike, in its fifth year, had the largest attendance of any summer program.

Thursday Library Lunches (in which Tricia reads to small groups of Mary Hogan students in grades 1-6 at weekly lunchtimes) will continue this year.

Kathryn Laliberte will go to the Middle School one Friday each month for "Book Bites," and doing outreach at the High School once a month as well.

Tricia will visit each Mary Hogan Kindergarten class with a book and activity, and this year will distribute Kindercards (digital-only library access cards) to all kindergarteners.

Programming and management take up the bulk of Tricia's time. Collection development comes next.

Next summer's theme is "Imagine Your Story." The state provides the materials, which are obtained from a national organization.

VOTE ON PROGRAMMING POLICY

Dana will add Sarah Partridge library to clarify which libraries are covered by the policy.

The policy passed by a vote of 4 of 5 trustees.

DIRECTOR EVALUATION COMMITTEE REPORT

Catherine and Faith met with Dana to sign off on the Director Evaluation, following Kathleen Ramsay's very positive feedback. Any trustees who would like to see the completed evaluation should ask Dana for a copy.

FY '21 BUDGET PROPOSAL REVIEW AND DISCUSSION

Dana met with Kathleen to give a heads-up on what she was planning, and to work on the compensation lines. Most increases are COLA and step increases in compensation.

The board will vote on the budget at our October meeting.

Treasurer Amy Mincher wrote a check for a total of \$957.47: \$490 from interest on Robert Hicks trust agency account (travel, business, or history materials), \$6.17 from Alta Gracia (printed books for children), and \$461.30 from three Vanguard funds (American Literature and History), reflecting the period from January 1, 2019 to June 30, 2019. The check will be deposited in the town trust agency accounts. Amy needs approval to deposit the money. The full board voted approval.

DIRECTOR'S REPORT

Amy recommended that Dana check into free gmail accounts for nonprofits.

We commend Dana for her Inklings column in the Addison Independent, and for the new IPL brochure at the front desk.

Joe, Catherine, and Dana met to plan for a meeting with Brian Carpenter and Kathleen Ramsay. Dana, Joe, and Catherine will meet with Kathleen first, in October, to talk strategy.

Middlebury College has agreed to donate two season passes to the Snow Bowl and to Rikert to the library.

Chris Kirby will be in charge while Dana is getting married and on her honeymoon.

BOARD COMMENTS AND UNFINISHED BUSINESS

John presented Dana with a wedding gift from the Board.

Catherine shared that following the Friends event at the Sheldon Museum there will be a simple supper. Dana has sent out a list of addresses and emails; should any trustees have changes or additions to make, they should send those to Dana (or to Stephanie while she's away.)

ADJOURNMENT

President Catherine Nichols declared the meeting adjourned at 7:02 PM.

NEXT REGULAR MEETING

Monday, October 14, 5:00 PM, Jessica Swift Community Room

Respectfully Submitted,
Faith Gong, Secretary