

Minutes of the
Board of Trustees meeting
Ilsley Public Library
Wednesday, May 8, 2012

Sandra called the meeting to order at 6:35 p.m.

Present: Chris Watters, Sandra Carletti, Maria Graham, Rebekah Irwin, and David Andrews
Also present: Sarah Lawton, Lorrie Muller, Chris Kirby and David Clark

Friends of Ilsley Public Library: Lorrie distributed the 2012 annual report of the Friends and said that they had increased financial support of programming this year. They will have an organizational meeting May 16 at 4 p.m. to discuss how the used book sales will be staffed and run. The board thanked Lorrie and the Friends for underwriting the May 3 luncheon for volunteers. Lorrie left the meeting at this point.

Secretary's Report: The minutes of the April 18, 2012 meeting were accepted as presented.

Treasurer's Report: no report

Monthly financial statement: David presented a statement dated May 5 covering 10 months (83%) of the fiscal year. Revenues were 76% of projected and expenditures were 77% of budgeted. David said that he expected to bring the budget, on target, to zero at the end of the fiscal year.

The board discussed the terminology of "young adult" and "teen" and Sarah and Chris noted that they are looking at the collections and considering alternate layouts.

Librarian's Report David reviewed a few items in his report: Chris hired Jackson Whelan for help on the website and reported that that Kathryn will be on medical leave until May 21.

Old Business

a. search for a new director – the board reviewed the revisions of the job description of the director that Rebekah had drafted. Several changes were made. A salary range will be included. The board expects to complete the job description at the June 19 meeting. The board will ask Sylvia to post the job on appropriate websites and they will begin review of applications September 4, 2012.

The board will invite all staff to an open meeting Wednesday, May 16, from 9-10 a.m. to brainstorm on "what the board should have in mind" when seeking a new director. Rebekah will email Sylvia with an invitation to all staff and provide a way that staff can give comments to Sandra. Staff will not be paid extra for this hour. The board will provide refreshments.

The board discussed how much the library could re-imburse candidates' expenses.

Sandra left the meeting at this point at 8:30 p.m.

b. downtown public wifi network – David reported that the RFP was mailed to 5 companies last week and a notice was printed in Monday, May 7, *Addison Independent*. He spoke with the board of the Better Middlebury Partnership May 4 to solicit ideas and help.

c. MCTV staff position – Dick Thodal has sent an ad for the position to the newspapers and posted it online. The library has agreed to contract with MCTV for 5 hours a week of this position's 30 hours a week. The position may not be filled until July 1.

d. Memorial Day parade – Sarah said that she was having kids make murals May 11 that can be used in the parade May 28. Maria and Rebekah volunteered to walk in the library's contingency.

New Business

a. Roger Desautels, who was engaged to install a walk-off grate in the side entrance, informed David that he will not be able to do the work until he fulfills some legal requirements. Mr. Desautels hopes to begin the work in June.

b. Proposal to prioritize our building needs – The board discussed Jonathan Miller's offer to review the reports that have been made about the condition of the building over the last year and a half. They decided that they needed to state explicitly what they would like to have done in such a review and they then decided to ask several knowledgeable persons, including Mr. Miller, for an estimate. The board asked David to contact Jonathan Miller, Asher Nelson, and Tom Keefe for estimates to review the studies, prioritize the recommendations into one list, and provide ballpark estimates of the costs.

The board asked that the building studies be emailed to each member.

Business for the next agenda search for a director including adoption of a job description for the position, prioritizing building recommendations, review agreements with CCV, MCTV, and Middlebury College

The next meeting will be held **Tuesday, June 19** at 6:30 p.m.

The meeting adjourned at 9:08 p.m.

Respectfully submitted,

David Clark
Recording secretary