

Minutes of the
Board of Trustees meeting
Ilsley Public Library
Tuesday, April 16th, 2013

David called the meeting to order at 7:05 p.m.

Present: Chris Watters, John Freidin, Rebekah Irwin, and David Andrews

Also present: Lorrie Muller and Kevin Unrath

Secretary's Report: The minutes of the March 19th meeting were accepted with minor spelling corrections.

Treasurer's Report: Chris reported that the \$5,000 matured bond will be re-invested; he will work with John on a prudent investment strategy balancing risk and reward. A bequest from the Estate of Doris Katherine "Kay" Beers is expected soon, and will be considered when received.

Monthly financial statement: Kevin presented a statement dated April 8th covering 9 months (75%) of the fiscal year. The budget is on target. Revenues were at 74% of projected [after including the East Middlebury Prudential Committee's upcoming contribution] and expenditures were 74% of budgeted. David mentioned one budget line that may need additional funds in the future, the part time—temporary staff line: according to Kevin it has been overspent the last two years.

Copies of the trust/agency funds with a balance as of 3/31/2013 were distributed via email and briefly discussed.

Friends of Ilsley Public Library: Lorrie reported that the Friends new book sale volunteers are fully training and operating at peak efficiency. Annual meeting will be held at 6:45 pm on Wednesday, May 1st (15 minutes before the final 1st Wednesday program). The Friends are looking for activities outside of fundraising that they can do as a group to involve all members.

Librarian's Report Discussion as to a possible new Board meeting time was tabled until the next meeting, so that Maria could participate in the discussion. The next board meeting will be held a week earlier than normal in order to accommodate attendance at the VLA conference as well as another commitment by a board member. So the next meeting will commence at 6:30 pm on Tuesday, May 14th rather than the 21st.

Rebekah, John and Kevin shared their experiences at the recent TOEC conference. A worksheet highlighting a) documents a board should have and b) things board members (and directors) should know was shared with the board. The upcoming VLA conference on May 21st (with library closed as a result) was mentioned, with the suggestion that a press release be generated regarding presentations at the conference by Chris Kirby, Kurt Broderson and Sarah Lawton.

Kevin mentioned that the search for a new Youth Services Librarian is underway, with four preliminary candidates being interviewed this week from more than 60 resumes submitted. A search committee made up of Chris, Kurt, Julie Altemose of Mary Hogan Elementary and Kevin will be inviting 2—3 candidates for on-site interviews, hopefully in early May. John mentioned that board involvement in hiring of staff might not be ideal, and David concurred that it was the director's decision as to whether to involve staff. For the Youth Services Librarian position, Kevin would like a board member to be involved informally, maybe a lunch meeting.

Discussion ensued as to the role of the Youth Services Librarian as librarian in charge. All agreed that Adult Services Librarian Chris Kirby would be better suited to this role since he has more familiarity with Ilsley staff and procedures than any external hire might.

Old Business Building issues highlighted in recent environmental reports, especially roof and moisture intrusion-related issues, were discussed. Chris and John will work together with consulting architect Ashar Nelson and Kevin as money is spent on a comprehensive study and in the future as roof replacement or other options are considered.

Quotes on chairs for the computer lab were presented, along with two samples. David and John recommended that a quote be obtained from The Vermont Home on a chair similar to the side Windsor already quoted from Pompanoosuc Mills. Kevin will obtain a quote and move forward with purchasing the more affordable option.

New Business The library five year plan ended in 2011 and the board will be working to develop a new plan in the coming months as a priority for the library's future direction. Chris suggested that the last plan should be reviewed for what was accomplished or tabled, and why, and Rebekah mentioned that a process for developing the new plan should be discussed as a first step. The last plan involved many members of the community, and followed the Public Library Association's *Planning for Results* model.

Various significant anniversaries for the public library in Middlebury were noted as upcoming, including the 150th anniversary of the formation of predecessor to the Ilsley Public Library, the Ladies Library Association (March 29 1866). John and David thought that something should be planned to commemorate this occasion, perhaps related to capital fund raising.

Statistics Presented for the 1st quarter of 2013. Inaccuracy of the side door and internet statistics was noted. Chris mentioned that if the library implemented kiosk management software, internet usage statistics might be more accurate. Overall statistics show steady usage.

A detailed explanation of the ILL (books borrowed from other library systems), Reserves owned by IPL (shelf holds or holds on items currently checked out) and Reserves not own by IPL (purchases for the collection based on customer requests) was given. The board expressed an interest in shortening the time on hold shelf from seven days in order to move along hold queues, and Kevin thought this would be feasible after the switch to the Koha intergrated library software system in September.

Business for the next agenda

Board will go over director's job description.

The next meeting will be held **Tuesday, May 14, 2013** at 6:30 p.m.

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Kevin Unrath