

# **Ilsley Public Library Board of Trustees**

## **Minutes of Meeting 4:30 p.m. on Tuesday, September 17, 2013 The Community Room @ Ilsley Public Library**

Board Members Present: Chris Watters, David Andrews, Rebekah Irwin, John Freidin

Also present: Kevin Unrath, Director, Tricia Allen, Youth Services Librarian, Chris Kirby, Adult Services Librarian, Kathleen Ramsay, Town Manager

The meeting was called to order by David at 4:35.

The minutes from the last meeting were approved as submitted.

### **Monthly Financial Statement**

The financial report was accepted as received. A new Excel version of the expenditures was presented, enabling a clearer view of the percentage expended. A recommendation was made to include the percentage left to spend relative to the target to be spent as an additional column.

### **Librarian's Report**

Migration to Koha was successful. Major changes are few, but minor changes include the ability to search multiple catalogs and the slightly different methods for placing holds and renewing items. MCTV/Ilsley staff Kurt Broderson has produced a short YouTube video with screen capture instructions to help users. Keeping patron history is a requirement in the new system – the board expressed concern regarding this element of the new system, and charged the director with pursuing modifying privacy preferences to allow for customers *not* to retain their reading history should they so choose.

The *Addison Independent* has expressed interest in featuring some of the new library programs and services being offered at Ilsley in a series of articles. Getting these articles in print in a timely manner will be helpful to the library as it looks for ways to meet additional space needs in the near future.

### **Old Business**

VIA has been in the building investigating the roof and attic, and borrowing older architectural plans of the building as well. They will continue their work and are planning to report initial findings and a comprehensive cost estimate by October 15<sup>th</sup>.

The New Town Hall Offices and Recreation Facility project planning has been progressing apace. The board has invited the Breadloaf team to the meeting in order to discuss common needs and possible affinities. While not rejecting the planned offices in any way, the board hopes that any plan moving

forward will acknowledge and plan for some library needs, following the critical success factor identified by Breadloaf “to propose projects that address other public concerns such as library growth and public parking.”

## **New Business**

Joining the meeting at 5:30 were: Chris Huston, Jan Becker and John Dale from Breadloaf Architects. The board is excited about the project and has high hopes that library needs and concerns would be addressed in a proactive manner.

The library shared its most pressing space needs with the firm, including meeting space, technology space for the public, collections space for children’s, more seating and quiet areas, a space of their own for teens, storage, and a multi-purpose children’s activity space.

A free-ranging discussion followed, during which many ideas were shared, including:

- The possibility of connecting the two buildings, either on 1<sup>st</sup> of 2<sup>nd</sup> floors
- The need for a 30 ft buffer zone if the buildings were not connected
- Massing study under way, looking at two versus three stories
- Program for town hall offices at 7000 sq ft net, 8000-9000 sq ft gross, (roughly 1/3 of site if two stories)
- Meeting space being considered is 1600 sq ft, dividable into 1000 and 600 sq ft sections with a divider
- Plan is to present multiple designs to the public for consideration
- Shared spaces might include conference room, a joint entryway/foyer/sitting and working area
- Breakout rooms for 2-4 to work in may be incorporated

The board looks forward to seeing the plans that Breadloaf develops and potentially meeting again at some point during the process before the final proposal is submitted to the town.

## **Adjournment**

The meeting was adjourned at 6:30. The next meeting of the board of trustees shall be at 4:30 on Tuesday, October 15<sup>th</sup>.

Respectfully Submitted,  
Kevin Unrath