

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MONDAY, DECEMBER 10, 2018
JESSICA SWIFT COMMUNITY MEETING ROOM, ILSLEY LIBRARY**

MINUTES - DRAFT

Board decisions are unanimous unless otherwise noted.

Present:

Board members: Catherine Nichols, President; Faith Gong, Secretary; Amy Mincher, Treasurer; John Freidin, Alice Eckles.

Library Director: Dana Hart.

Public: Joe McVeigh, Recording Secretary.

CALL TO ORDER

See Board Packet for agendas and accompanying documents.

President Catherine Nichols called the meeting to order at 5:30PM.

APPROVAL OF MINUTES

DECISION: The Board approved the minutes of the regular meeting of November 10, 2018.

PUBLIC COMMENTS

There were no comments from the public.

FRIENDS' REPORT

The board expressed its appreciation to the Friends for all that they do. Dana has spoken with the leadership team about challenges on continuing to mount the monthly book sale in its present form. Faith asked if we can help the Friends recruit some younger volunteers.

VOTING ITEMS

DECISIONS: The board approved the adoption of the following policies which were presented and discussed at the November meeting.

Confidentiality of Patron Records Policy

Professional Development and Education Policy

Displays in the Library Policy

Rules of Conduct Policy

STRATEGIC PLANNING

- Dana raised the question of how to structure a Strategic Planning process for the Library (not just the board,) Amy asked if we might want to have a consultant. Dana said Barbara had suggested that she (Dana) facilitate the process.
- John asked if there is an existing strategic plan? Is that what is currently our mission statement? How does the strategic plan fit into the idea of getting the library physically renovated?
- Amy suggested that the strategic plan should not simply be a to-do list for the director.
- John suggested that we should focus on renovation – nothing else.
- Dana said that putting all of our efforts into the renovation project would detract from other needed responsibilities. She said she would like direction from the board.
- Faith suggested that the plan might flow out of the content that came out of the Tell Me Tours. There seems to be a lot of overlap between those comments and what is needed for long-term planning. In particular, we need to be sure that we have local citizens and patrons on board for future fundraising purposes.
- Alice asked about the history of the renovation project. John explained that the primary factor was to get kids out of the basement due to mold issues. Dana added concerns about space, safety (inability to monitor children and others because of poor sightlines), bathrooms, heating, airflow. In addition there is no way to monitor who comes and goes into the building through all of the entrances and exits, and the building is not particularly friendly to those with disabilities.
- Dana said that the board needs to sit down and figure out the next steps in the renovation process including whether there are other or different options to pursue apart from the current plan.
- Amy suggested a strategic planning retreat in April and that the building project should be part of it. We need a current strategic plan and we need to continue working to provide an active space for the community while planning for renovation is under way.
- Catherine suggested that dissemination of the results of the Tell Me Tours would lead into fundraising.
- Alice agreed that we need to make results of Tell Me Tour known in this space to show people that “we’ve got the stuff.” The public told us what they wanted, and we will provide it for them as a result..
- Dana asked the board to review the existing mission statement and the results of the Me Tours.
- The board agreed to have an April retreat.
- The board agreed to revisit strategic planning process in January.

COMMITTEE REPORTS

Ad Hoc Bylaws Committee (Members: Faith & Joe)

(See board packet)

Faith and Joe presented the complete draft of the proposed revisions to the bylaws. During the discussion Faith took notes of suggested changes and will incorporate them into the draft. As there were no major substantive changes, the board can vote to adopt the revised bylaws at its January meeting.

Ad Hoc Policy Committee (Members: John, Joe, Dana)

The ad-hoc committee presented three draft policies for review.

- Request to Reconsider Materials
- Animals in the Library
- Materials Selection

The board reviewed the draft policies and proposed no significant changes. These policies will be voted on in the January meeting.

DIRECTOR'S REPORT

Dana directed board members to her written report

Discussion centered on Dana's decision to close the front door of the library during the winter. The door had been closed while the boilers were repaired to conserve heat. Clearing snow from the steps requires a lot of time from the library staff and there is the potential danger of people slipping. In addition, ¾ of existing traffic comes in through the side door.

John suggested that the town should take care of shoveling the front steps.

Joe, Catherine, Alice, and Amy expressed a preference for keeping the front door open. It is, after all, the front door. Closing it feels exclusionary. A chain across the steps is not the welcoming image we want to present to the town.

Dana agreed to explore possibilities other than keeping the front door closed all winter long. We

Do HW that Dana assigned
CN check on past Presidents for inclusion for bylaws
Faith update bylaws
CN will check with BDW on stepping away
JAM minutes
Think about strategic planning options
Joe will work with Alice on Sustainability policy.

ADJOURNMENT

President Catherine Nichols declared the meeting adjourned at 7:07PM.

NEXT REGULAR MEETING

Monday, January 14th, 5:30PM, Sarah Partridge Library, East Middlebury

Respectfully Submitted,
Joe McVeigh, Recording Secretary

TO DO LIST

- **All:** review mission statement; review results from Tell Me Tours; consider possible strategic planning processes
- **Faith:** update bylaws for January vote
- **Catherine:** check with Barbara Doyle Wilch on the possibility of facilitating a strategic planning process; try to identify past board chairs for inclusion in the notes in the bylaws indicating when revisions took place
- **Joe:** complete minutes; talk with Alice and Policy Committee about drafting a sustainability policy