

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MARCH 8, 2021
ELECTRONIC MEETING VIA ZOOM PLATFORM**

MINUTES

Board decisions are unanimous unless otherwise noted.

Present

Board members: Joe McVeigh, President; Amy Mincher, Secretary; Andy Hooper, Treasurer; Meg Baker; Catherine Nichols
Library Staff: Tricia Allen, Youth Services Librarian and Acting Co-Director; Chris Kirby, Adult Services Librarian and Acting Co-Director
Public: Lorrie Muller, Peggy Rush
Minutes: Saskia Gori-Montanelli, Recording Secretary

MEETING CALLED TO ORDER

President Joe McVeigh called the meeting to order at 5:00 pm. See Board Packet for agenda and accompanying documents.

APPROVAL OF MINUTES

With no objections, the minutes of the meeting of February 8, 2021 were approved.

PUBLIC COMMENTS

There were no public comments.

ELECTION OF OFFICERS AND BOARD ORGANIZATION

Upon motion by Amy Mincher, seconded by Meg Baker, the following slate of officers was elected: Joe McVeigh, President; Andy Hooper, Treasurer; Catherine Nichols, Secretary.

Vote: 5 in favor, 0 opposed. The motion passed.

President Joe McVeigh made the following appointments:

Director's Evaluation Committee: Catherine Nichols, chair; Amy Mincher
Governance Committee: Meg Baker, chair; Andy Hooper
Ilsley Board liaison to the Friends of the Library: Amy Mincher
Ilsley Board liaison to MCTV: Meg Baker
Ilsley Board Recording Secretary: Saskia Gori-Montanelli

Newly elected Board member Meg Baker introduced herself and discussed her love of the library and the positive effects it has had on her and her family. The Trustees were glad to welcome her to the Board.

The Trustees agreed that the Board meetings would continue to take place on the second Monday of each month, from 5-6:30pm.

REVIEW OF BYLAWS

Joe asked the Trustees to review the bylaws that govern the work of the Board. These were last updated in January of 2019 and as part of the regular review process will be revisited in 2022. Joe asked the Trustees if what is written accurately reflects their current practices and if they should be doing anything differently. He noted that the Board doesn't have a process to evaluate their work, and that it might be beneficial to start meeting annually to discuss how the Board was doing.

Meg brought up the fact that the Trustees do not "report to the town" as laid out in the bylaws. Joe said that the Board delegates that work to the Library Director. Catherine Nichols added that it made sense for the Director, as a town employee, to make the report. Amy Mincher suggested posting something on either Front Porch Forum or Facebook to highlight what the Board does each year, because the annual report does not reflect a lot of the non-library management policies that the Board puts in place.

There was a brief discussion about whether or not the size of the Board of Trustees should be enlarged. This issue was discussed previously but no solid decision was made. Catherine thought that seven people was a fair number but that any more would be unwieldy. She stated that she was thankful for the size of the Board as it currently is. Amy said that they decided to reconsider enlarging the Board as soon as they moved forward with the library renovation expansion project. Joe said that if they were to expand the Board, they would have to make a decision well in advance of the town meeting election season.

Catherine brought the conversation back to Amy's idea of highlighting the work of the Board on Front Porch Forum, stating that she liked the idea but that the Trustees should be involved in what the post says. Amy agreed that everyone should be on the same page, and suggested having a discussion about it the following year with the library staff.

REVIEW OF COMPUTER AND INTERNET POLICY

Joe stated that this was the first time the Trustees were reviewing the Computer and Internet Policy. The goal was to take the previous Internet Use Policy and the Computer Use Policy and combine them into one new policy. The Board discussed the policy and will vote on it in the April meeting.

Andy Hooper said that the two previous policies were too similar, so the Governance Committee suggested that they combine them. Chris Kirby thought that the policy was good overall, and that combining the two of them made sense. He brought up a question about computer use that was stated in the policy, saying that it limits the role of staff in terms of monitoring computer use. It seemed overly restrictive for the staff. While he believes that it's not the staff's role to control what content is being viewed, he thinks that activity should be monitored to some extent.

Tricia Allen added that in general, the staff procedure regarding computer use is to have a hands-off approach unless a patron comes to them with a specific issue, which would then lead to a staff member intervening to the extent applicable. The Ilsley Library doesn't have filtering software, but requires downstairs users to follow G-rated content. Users who wish to access other than G-rated content must do so in the upstairs computer lab. She said that the main complaint that leads to this is children who play shooting games on the downstairs computers.

Joe said that staff members should be relieved from monitoring responsibilities because the policy states that parents and guardians are in charge of their children's activities. The question was whether they wanted a policy document to make a general statement of the guidelines or specify exactly what isn't allowed.

Tricia supports the inclusion of guardians being in charge of monitoring their children's computer use in the most recent policy, but added that the main issue was that it wasn't parents who were upset about what their children were accessing on the internet, but parents of younger kids who were upset that their children were being exposed to violent content. Andy suggested asking the Governance Committee if they could take this issue up with the staff, and come back to the Trustees with a slightly modified version.

In response to a question from Joe, Chris noted that the library was replacing the existing wireless network, and that they received a grant to offset some of the cost. The goal was to improve the Wi-Fi connection in the garden as well as the parking lot.

DISCUSSION: BOARD GOALS AND SPRING RETREAT PLANNING

Joe noted that the Trustees have an annual retreat in April or May, where they create and set goals. Because of Covid-19, last year's meeting took place in June. At that meeting, due to the pandemic the Trustees chose to lessen the focus on the library renovation expansion project. The Board recommended prioritizing its activities for 2020-2021 as follows:

- Develop a plan for how to communicate with the community, emphasizing facing outwards
- Create new policies that deal with our current realities
- Strengthen and clarify relationships with friends of library, MCTV, East Middlebury Prudential Committee, and possibly with a new group to spearhead fundraising,
- Build connections with new community partners

Based on a document prepared by Dana Hart, the Board considered the actions needed to move the renovation/expansion project forward. The steps were identified as follows:

- Develop a clear vision/framework within which to consider new designs
- Develop statement of need for library renovation/expansion
- Determine which body (the Trustees or a new committee) will carry out this charge
- If a new body is to be formed, draft a proposed composition and charge

The Board agreed to look into engaging the services of a facilitator for the retreat and for meetings focused specifically on the renovation/expansion project. Joe and Amy will seek out possible facilitators.

The Board agreed to devote three special meetings to moving the renovation/expansion project forward and agreed on the following tentative dates for future meetings:

- April 12th, regular meeting
- May 2nd, special meeting (retreat)
- May 10th, regular meeting
- May 24th, special meeting
- June 14th, regular meeting
- June 21st, special meeting

DIRECTOR'S REPORT

Tricia reviewed library personnel changes: Dana is on maternity leave, Jan retired, Brie Patterson would start working the following week, Susan put in her letter of retirement and will be retiring in April, Judy was on medical leave, Elaine Anderson was taking shelving shifts, Renee was out for a few weeks to deal with family matters out of state, and Saskia has returned for her Saturday shifts which will be alternated each week with another high school page.

Chris gave an update on the Aspen project. He explained that with Aspen, when people search for books in the catalog, they'll find all the materials in one place. As a member of the consortium of libraries that share a catalog, the Ilesley Library made a plan to purchase a discovery layer which groups the resources in a more user-friendly way. For example, if someone searches for a title, they will be presented with the print book, large print book, audio book, etc. The library is currently at the beginning stages of this plan but has a tentative rollout date of mid-May. The consortium subsidized the annual fee, so it seems that the cost of Aspen can be kept relatively low, especially if other libraries in the consortium also adopt it.

ADJOURNMENT

President Joe McVeigh adjourned the meeting at 6:30 p.m.

The next regularly scheduled meeting will take place on Monday, April 12, at 5:00 p.m. via electronic meeting.