

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
APRIL 12, 2021  
ELECTRONIC MEETING VIA ZOOM PLATFORM**

MINUTES

Board decisions are unanimous unless otherwise noted.

Present

Board members: Joe McVeigh, President; Amy Mincher, Secretary; Meg Baker; Catherine Nichols.  
Andy Hooper, Treasurer, joined the meeting part way through.  
Library Staff: Tricia Allen, Chris Kirby, Acting Co-Directors  
Recording Secretary: Saskia Gori-Montanelli.  
Public: Peggy Rush

**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**

Catherine Nichols asked a clarifying question about a statement that Amy Mincher had made at the previous meeting. Tricia Allen noted that “Julie” should be changed to “Judy”.

The minutes of the meeting of March 8, 2021 were approved as amended.

**PUBLIC COMMENTS**

There were no public comments.

**FINANCIAL REPORT AND TRUSTEE FUNDS**

Acting Library Co-Director Tricia Allen gave an overview of the current budget, stating that everything was going as expected. She added that the library will stop ordering materials at the end of May to allow budget lines to be reconciled before the new fiscal year. Large orders were put in for teen and young adult materials. She noted that some things, such as electricity, were under budget because there haven’t been as many people in the building. Overall, nothing about the budget was concerning. Catherine Nichols had a question about “Work Study”, which was a section of the budget. She asked what it meant and why it had a negative balance. Tricia said that “Work Study” was referring to the CCV and Middlebury College work study students, but that she would have to ask Library Director Dana Hart about the negative balance. Tricia also added that \$6,000 have been received in non-resident patron memberships.

Amy Mincher wondered why there was a negative balance in the Library Capital Budget under “Elevator Project”. President Joe McVeigh said that there had been an annual inspection, but that the number

looked too high for the cost of an inspection. Tricia said that she would discuss these discrepancies with Dana.

Joe shared a simple overview of trustee funds. He said that they had \$6,000 in cash, 3 different mutual funds with money invested, and a bond in Archer Daniels Midland. The total amount of money that the trustees have is about \$100,000.

Joe stated that the amount of funds available in cash amount went from \$9,000 to \$17,000 in the past year. However, this increase was due to a gift, rather than a market gain.

Meg said that because of the way the market has fluctuated, she wasn't surprised that the trustee funds had not increased further in value.

### **DIRECTORS' REPORT**

Tricia went over some personnel updates: Brie Patterson was doing a great job cataloging, Laura Fetterolf has been very helpful in easing the transition from Jan to Brie, and the circulation librarian position was posted to job boards; there have been 12 applications. Review of the applications will begin May 3rd, and the earliest start date would be June 14th. All 12 of the applications that were submitted were from out of state, so realistically the start date will be later.

Tricia said that Susan Gowen's retirement celebration had been scheduled for Saturday, April 24th at 3pm. People can come to the garden to give Susan their best wishes, and enjoy light refreshments to go as it is a masked and socially distanced event. The town will be chipping in \$100 for the refreshments.

Catherine suggested that she would be glad to put a proclamation together for Susan's retirement event, with the help of the other trustees. Tricia mentioned that the staff was collecting money for Susan's gift. Trustees who would like to contribute to a gift can make their donation to Lynn or send it in the mail.

Library Co-Director Chris Kirby stated that the Ilsley Library's wireless network was replaced, resulting in better coverage in the garden as well as the parking lot. He said that the library was also applying for a grant to improve coverage in East Middlebury, because Laura Fetterolf had reported that several people congregate in the Sarah Partridge parking lot to use the building's Wi-Fi, which isn't very good. The goal is to replace Sarah Partridge's Wi-Fi as well as to improve the Wi-Fi coverage in the front of the Ilsley Library building. Chris said that they are looking to go live with the new website and the Aspen Discovery Layer in May.

### **PHASED REOPENING PLANS**

Tricia explained the reopening plan for the Ilsley Library. She spoke about The Vermont Forward Plan: Governor Scott's guide to reopening businesses in Vermont. The plan is linked to vaccination rates, not case loads. Tricia said that the point of shutting down businesses has been to flatten the curve and protect the most vulnerable people. Now that vaccination is more widespread, most of the positive cases either come from people who are vaccinated and therefore have mild cases, or people who are not in grave danger. Governor Scott is not so concerned with overall case numbers, but he is keeping

track of hospitalization and death numbers. If those numbers were to increase, the Vermont Forward Plan could change.

Tricia said that the most helpful thing that the Vermont Forward Plan provided was a timeline. The Ilsley Library is currently in phase 1, which is outside pickup service. The next phase is phase 2: indoor browsing. In this scenario, the library would be reopening for limited hours with a limited number of patrons, and would be encouraging a 20 minute time limit. This is similar to what the library did over the summer, but phase 2 would include patron access to the entire building as opposed to just the lobby and the reference room. Prepping of the entire building would begin soon.

Joe asked Tricia how the staff was feeling about reopening, and Tricia replied that they were cautiously optimistic. There has been no negative feedback.

Tricia said that the next step is to create an outline of the information to present to the staff so that they can have a discussion about it. The library will begin advertising this plan to the public on Monday, April 19th. 25 people will be allowed in the building at once. This number may go up, because the maximum number of people allowed in the building based on the Vermont Forward Plan guidelines is 85. When phase 2 is reached, books will no longer be quarantined because it has been learned that contact transmission is not a major concern.

Joe mentioned that cases were going up in Addison County, and asked if the plan to reopen so soon was too optimistic. Amy was concerned about staff members who are at higher risk. Tricia replied that those staff members would not be returning until at least June 1<sup>st</sup>.

Meg asked about Universal Precautions. Tricia said that they were moving towards Universal Guidance, which is ultimately the idea that people should stay home if they're sick, wear a mask, practice good hygiene, and think before they travel. Masks and social distancing are required until July 4th, but it is not clear whether masks will continue during phase 4.

In response to Joe's question, Andy said that almost all the COVID-19 deaths in the state have been people above the age of 60, and most of the current cases are younger people. The vulnerability of the population was improving. Catherine was concerned about young people who have long-term effects of COVID, and would like to see everyone masked even after July 4th. Joe noted that the dates outlines in the plan could be changed if needed.

Motion by Meg Baker, seconded by Catherine Nichols: to endorse the phased reopening draft of April 7th, 2021 as written. Vote: 5 in favor, 0 opposed. The motion passed.

#### **REVIEW OF COMPUTER AND INTERNET POLICY**

The trustees reviewed minor revisions to the Computer and Internet Policy, clarifying some specific wording.

Motion by Catherine Nichols, seconded by Joe McVeigh: to approve the Computer and Internet Policy. Vote: 5 in favor, 0 opposed. The motion passed.

### **SPRING RETREAT PLANNING**

Amy and Joe described their experiences approaching four possible retreat facilitators and their interviews of two of them. They recommended using John Barstow, a Middlebury resident and former chair of the Middlebury Planning Commission. John has a background in editing and journalism, has done some facilitating for the Natural Foods Co-op, and has experience working in fundraising with the Vermont Family Foundation. The board reviewed Barstow's proposal.

Meg brought up the fact that facilitating in a virtual environment is very different from facilitating in an in-person environment. It might be difficult for him to change his style and become fluent in virtual facilitation. The trustees discussed how they could help him.

Motion by Andy Hooper, seconded by Amy Mincher: to move forward with the proposal. Vote: 5 in favor, 0 opposed. The motion passed to ask John Barstow to serve as a retreat facilitator with follow-up meetings for a fee of \$1,500.

Sunday, April 23 is the tentative date for the spring retreat.

### **UNFINISHED BUSINESS**

Amy said that the Friends of the Library had some concerns with some of the language in the Friends Memorandum, so it will be necessary for a few of the trustees to attend a meeting with a few of the Friends to discuss this.

Catherine stated that she received an email from former Library Gardener Anna Benson, who was concerned about the state of the Ilsley Library garden. Chris said that there should be some movement regarding the garden's progress in the following week when town gardener Kori Crane would attend to it.

### **ADJOURNMENT**

President Joe McVeigh adjourned the meeting at 6:40 p.m.

The next regular meeting is scheduled to take place on Monday, May 24, at 5:00 p.m. via electronic meeting.