

Town of Middlebury  
Ilsley Library Renovation Expansion Working Group  
Minutes of Meeting  
October 28, 2021

Present:

Selectboard members Dan Brown and Lindsey Fuentes-George  
Ilsley Library Board of Directors Joe McVeigh and Amy Mincher  
Library Director Dana Hart  
Town Staff Working Group Liaison Judith Harris

The second meeting was called to order at 1:00 p.m. by Joe McVeigh and the agenda was adopted as presented.

The minutes of the October 14, 2021 meeting were approved with two changes:

Line 50 – change “adamant” to “very strongly”  
Line 110 – change “Town website” to “Library website”

McVeigh reported that the Selectboard had approved the charge for the Working Group at their meeting on October 26<sup>th</sup>.

Review Item A: Summary of Work and Findings of Library Building Committee

McVeigh said he and Hart worked on preparing the “Draft Library Renovation/Expansion Working Group Report” and thought it would be helpful when looking at the materials on the website. Hart said there is a lot of material on the website, so as they’re reviewing the material to keep this draft in mind to be sure everything is included that should be.

There was discussion on the draft and suggestions were made on formatting, clarifying the names of the groups that had worked previously on the library design, and a way to trim the document down, but keep the ideas.

McVeigh noted the names of the different levels of the library used in the original report, and following some discussion, they felt that ground, first, second and third floors would be used for now.

Mincher said one thing that isn’t clear to her from what has been written so far or from past conversations, is how much and in what way did the former building committee engage with the architects. Hart said she would add that to the list of questions.

McVeigh said the bulk of the information is really in the feasibility study, and wondered what was not found in that report that would be valuable for this report. Harris said she didn’t see anything missing except there were conclusions involving possibly relocating the library altogether or phasing the project, but no understanding of how they made those conclusions. She said with the high price tag they arrived at, it’s clear we need to look at those options again in a little more detail and question what was discussed earlier. She said a project has 3 components: you have project cost, quality level and how much space / site is needed (program). She said if you choose 2 of those, then the answer to the 3<sup>rd</sup> one is mathematic. She said if the cost is considered at the beginning then you get there by changing such things as the size of the project. She also suggested they think about the professional team composition

49 and about having more input on the cost side from the beginning through a construction manager or  
50 cost estimator.

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#### 52 Review Process for Draft Updates and Recommended Changes

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54 There was a discussion over the procedure that would need to be followed so the Group could be  
55 productive between meetings without violating the Open Meeting Law. Harris said she could work on  
56 changes to a draft of Item C and send them to everyone, and individually they could respond to her with  
57 their comments, and then all the comments would be posted on the Library website.

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59 The Group discussed whether to begin work on Item B or Item C first, and it was decided Harris would  
60 try a draft of Item C. She said her position in the Group was as a liaison to the Town, so she would be  
61 conferring with Town Manager Ramsay, Director of Public Works Planning Werner and Town Planner  
62 Murray for their input. Hart and McVeigh will work on a draft of Item B.

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#### 64 Scheduling

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66 Hart said there were some scheduling issues with the room for a couple of upcoming meetings, so the  
67 schedule for the upcoming schedule will be November 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> at 2:00 p.m.

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#### 69 Library Tour

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71 The Working Group adjourned this portion of the meeting at 1:47 p.m. for a tour of the Library building.

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73 Respectfully submitted,

74 Beth Dow

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76 The Tour of the Library Building was conducted by Dana Hart. The Working Group was joined by  
77 Selectboard member Farhad Khan. All areas of the building, inside and out, were viewed, with  
78 commentary by Dana as to issues in each area. Questions were asked by the group in each space,  
79 pertinent to understanding the building's needs as they relate to Library functions, current and future.  
80 The visualization of challenges and relative urgency was made much more clear by virtue of this tour.