

ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
January 8, 2024
JESSICA SWIFT COMMUNITY MEETING ROOM

MINUTES

Board decisions are unanimous unless otherwise noted.

Present

Board members: Amy Mincher, President; Joe McVeigh, Treasurer; Meg Baker, Secretary;
Claire Tebbs, Natasha Sen

Library Director: Dana Hart

Minutes taken by: Fiona Gong

Public: No public present

MEETING CALLED TO ORDER

President Amy Mincher called the meeting to order at 5:02 PM.

See Board Packet <Board Packet 1.8.2024.pdf> for agenda and accompanying documents.

APPROVAL OF MINUTES

The minutes of the previous regular meeting of December 11, 2023 were accepted.

PUBLIC COMMENTS

No public comments

DIRECTOR'S REPORT

Treasurer Joe McVeigh asked Library Director Dana Hart what Vermont libraries do to collaborate. Dana explained about the various ways the IIsley participates in working with other libraries to coordinate purchasing and cataloging efforts so that IIsley Library users have the most options for printed books, ebooks, audiobooks, other printed materials, and other digital resources.

For the IIsley 100 building project, Dana had a meeting with the library's funding consultant, and she is hoping to start the silent phase of fundraising in the next few weeks. The MOU with the Friends is still not yet in place, but the Friends of IIsley Public Library have opened a bank account to accept donations for the project. There have already been a few small gifts. Dana will hopefully soon be starting work on the campaign brochure, and she is hoping that as she starts asking people to donate she will be able to say that much of the project's leadership has pledged to participate. Dana will be sending out an appeal letter to the donors, Friends, Project Team, and Trustees. All pledges will be dependent on the bond vote passing. Natasha will follow up to see if we can get the MOU moving again.

Meg asked if there is an electronic way of getting donations, and Dana said that the library is able to accept credit card payments that would go to the town. The Friends have not yet put together an electronic way of getting donations, except for Paypal on their website.

Dana said the only other update is she has found a potential temporary location for the library. She just needs to get the letter of intent squared away, but she is very optimistic about it.

QUARTERLY FINANCE REPORT

Dana said the Town of Middlebury recently updated all of their codes for every budget. There was discussion about budgeting for the anticipated special bond vote in May and other anticipated expenses related to getting the word out about the bond vote. Treasurer Joe McVeigh mentioned that tomorrow night (January 9) at the Town of Middlebury Selectboard meeting is the annual public's opportunity to comment on the budget draft for the year, and the library will be presenting.

Regarding the Board's funds and investments, Treasurer Joe McVeigh said the accounts are doing well, given the market. He will be distributing funds to the library in January, as he annually does, to help pay for specific collections purchases. The Board and Library Director agreed that a once/year distribution of funds makes sense. The board anticipates an expense of about \$600 for the annual staff and volunteer appreciation lunch which will take place on January 30th.

Joe mentioned that finances are included in the annual report this year and asked if they usually are. Dana replied that they are not usually, and this year's annual report is much more in depth than it usually is, due to the funding consultant's suggestion. Potential donors have had questions about library funding. The library budget is complex as the numbers don't get totaled up and represent the total budget. This leaves out the capital improvements budget and staff benefits (reflected in the town budget). The finances in the annual report are a good effort at capturing the library's annual budget.

PROJECT TEAM UPDATE

Ilsey 100 Project Team Leader Joe McVeigh reported that there haven't been any major changes to the building design since the Open House, just some minor tweaks. The design team has been looking more closely at costs and trying to see how they can save us money. The biggest potential savings is the possibility of a geo-thermal heating/cooling system. If it's possible on this site, the library would qualify for about half a million dollars in federal tax credits. Chris Huston (the project manager from ReArch) will be presenting to the Selectboard tomorrow night (January 9). The current cost calculation is \$16 million. The Project Team is hoping the selectboard will be comfortable borrowing \$10 million, and the rest would be covered by the library through grants and fundraising. Subsequent meetings will happen with the Selectboard in a couple weeks, and they need to have a discussion on how much they're willing to borrow for the project.

Joe said there is a tentative timeline for the project, they are looking at a probable special bond vote on May 7, and having an informational meeting in April. The major decision point is if the Selectboard will be going ahead with the bond vote and if the public will vote for it. The other question is how to conduct the publicity campaign.

Dana said that she had a nice meeting with the Vermont State Librarian and Assistant Vermont State Librarian to review the plans, and they were excited and very supportive. They also told Dana the grant from the Vermont Department of Libraries will be between \$900,000 and \$1.5 million. Dana also had a nice conversation with a staff member from Sen. Welsh's office and there is a grant the library can apply for for \$500,000 through the Save America's Treasures Program. That brings anticipated grant funding to \$2.5 million.

Dana said that money for the temporary move is part of the project budget. Right now there is \$100,000 earmarked for moving and temporary storage. There is also the possibility that the

library will not have to pay for the temporary location, but the library will still need to pay for a place to store the collection, and any place that is moved into will need to be renovated.

Joe said that if the bond vote does pass, ground will probably not be broken until Spring 2025. When the project is put out to bid, it will be better to do it in January to get more favorable rates. Currently, the estimated length of construction on the library is 56 weeks.

GOVERNANCE COMMITTEE: POLICY REVIEW

Chair of the Governance Committee, Meg Baker, presented the Materials Selection policy. The Board had reviewed this policy at their December meeting and accepted any changes. Joe made a motion to amend the Materials Selection Policy of November 9, 2020, as presented by the Governance Committee. Claire seconded the motion. The Trustees voted to approve the Materials Selection Policy.

Request for Reconsideration of Library Materials Policy and Form:

Meg noted that in the Request To Reconsider Materials Form there is an extra page added accidentally that will be removed. Natasha moved to amend the Request to Reconsider Materials Policy and Form. Claire seconded the motion. The Trustees voted to approve the Request for Reconsideration of Library Materials Policy and Form.

Meg will share the cleaned-up policies with Dana.

PLANNING STAFF/VOLUNTEER APPRECIATION LUNCH

President Amy Mincher shared updates about the upcoming staff and volunteer appreciation lunch. Invitations are being sent out for the event at the Champlain Valley Unitarian Universalist Society (CVUUS) church this week. The total cost of the lunch will be split with the Friends. About 70 people are being invited, including Trustees, Staff, the Friends Board, the Friends, the Ilsley 100 Board, town employees, the Selectboard, and volunteers. Amy told the Trustees that they will be responsible for supplying drinks in addition to paying for half the cost. The Hannaford Career Center students will serve the food. The Trustees decided to have the Hannaford Career Center culinary arts program supply paper plates, plastic cups, and throwaway napkins. Dana agreed to supply name tags for attendees. Amy said the lunch will be on the 30th of January from 11:30 to 1:30.

BOARD COMMENTS AND UNFINISHED BUSINESS

Claire brought up that at the next meeting she will talk to everyone about a project some seniors at Middlebury College did, where they created a program called Addison Adventures, which is housed on the Ilsley website, and is an education and community based program. Claire will send the Trustees a link to the program and information on it.

Amy reminded everyone that the meeting next month will be at the Sarah Partridge Library, which will not be Zoomed.

Claire said she has been attending the MCTV meetings and there is nothing to report from the last meeting, it was just reviewing plans. Claire also said to remind her to report back to the Trustees after the next MCTV meeting.

Meg said as an agenda item there was a staff request for a social media policy, it hasn't yet been brought up as a governance committee, but it involves court cases and first amendment things. Amy said at the next meeting the Trustees can brainstorm and look at other policies out

there. Joe asked Meg to frame the major questions, and then the Trustees can figure out the language.

Amy said the February meeting will be her last full meeting, there will be a reorganization in March and then things will be handed off to the new President. Amy is creating a calendar for the board so they will know what needs to happen during what month. She has created a draft and wants the Trustees to look at it and let her know if she's on the right track.

ADJOURN

President Amy Mincher adjourned the meeting at 6:27 PM. The next meeting will be held at the Sarah Partridge Library in East Middlebury on February 12th at 5pm.