



1 Board of Trustees
2 Minutes of Annual Retreat Meeting
3 June 18, 2024
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6 PRESENT:

7 Meg Baker (President)
8 Natasha Sen (Secretary)
9 Joe McVeigh (Treasurer)
10 Barbara Doyle-Wilch (trustee)
11 Claire Tebbs (trustee)
12 Dana Hart (library director)
13 Maeve McBride (fundraising consultant)
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15 Meg Baker called the meeting to order at 9:00 am, and the agenda and meeting minutes of April 18th,
16 2024, May 13th, 2024, and June 10th, 2024 were approved as presented.
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18 Meg reviewed the vision and pillars for the new library building. The trustees each discussed which of
19 the pillars they were most enthusiastic about, and there was general discussion about the positive and
20 exciting points of the renovation/expansion plan.
21

22 Maeve McBride gave a brief overview of how a capital campaign is structured, and reviewed the work
23 done to date by the capital campaign committee. Dana then gave an update on campaign progress. She
24 shared that they have raised \$3.8 in pledges and gifts to date and hope to reach \$3.9 by the fall.
25

26 The trustees set a timeline for the grassroots phase of the capital campaign from September through
27 November 15th. The trustees brainstormed fundraising events, activities, and the mailings/print
28 materials required to support those activities. Maeve helped the trustees organize these thoughts into a
29 cohesive plan for the fall campaign.
30

31 Dana then reviewed the organizational chart for the Ilsley 100 Project, and answered questions about
32 the trustee's role in the process.
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34 The trustees then took a break for lunch around 12:00 pm, reconvening at 1:00 pm.
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36 The trustees reviewed did an exercise where they reviewed the Bridge Plan and wrote a haiku about the
37 strategic priority they were most interested in. Dana shared updates on the relocation process, including
38 reporting on recent walk-throughs of the Duclos building and visits to other potential storage spaces for
39 the collection. There was lengthy discussion about the desired feeling of the library in the Duclos
40 building, as well as potential issues to be worked through. Of concern were operating hours, book
41 returns, and parking.
42

43 There was general agreement that the library would adopt bank hours during the work week, and then
44 open on Saturday from 9 am to 4 pm. There was also general agreement that an exterior, free-standing
45 book drop would need to be acquired to facilitate after-hours returns. The trustees plan to vote to make
46 these decisions official at the July board meeting.



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48 The meeting was adjourned at 2:45 pm.

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50 The next meeting will be held on July 8th at 5:00 pm in the Middlebury Town Offices conference room
51 (77 Main Street).

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53 Respectfully submitted,

54 Dana Hart

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