



Board of Trustees
Minutes of Meeting
July 8, 2024

Barbara Doyle-Wilch, Joe McVeigh, Claire Tebbs, Natasha Sen and Dana Hart were present. Meg Baker was absent.

June Meeting Minutes

Barbara moved for the board to adopt the June meeting minutes, and Joe seconded the motion. By unanimous vote of the trustees present, the June meeting minutes were approved.

Directors Report

Dana reviewed the director's report.

Open Meeting Law

The board discussed a recent amendment to the open meeting law, which requires the board to make a recording of its meetings publicly available. This meeting was recorded via "the owl" and for the August meeting, Natasha will bring a digital audio recorder to the meeting.

Dana's understanding of the law is that beginning January 1, 2025, there must be a "zoom" option available for board meetings. This needs to be confirmed.

No Trespass Orders

The library currently has 5 active no trespass orders; the library had to issue the 5th notice today. That reflects an uptick in the number of trespass orders.

Scheduling Issues

Dana will be teaching a J-term class at Middlebury College in January 2025.

Storage of the Ilsley Collection

Dana did not have a update on a location for storage of the library's collection during the renovation. The college is definitely not an option, and Dana continues to monitor other locations that may be suitable and available to store the collection.

Project 100 Update

Last week, geotechnical drilling took place to learn more about the conditions of soil and adjunct structures on site. A report is forthcoming.

Financial Quarterly Report

At the time of the meeting, the library's spent 96.45% of its budget for Fiscal Year 2023. That figure may go up slightly as invoices continue to come in.

The lines on the budget will be updated to eliminate lines that are not relevant or that have been inactive. Treasurer Joe McVeigh reported that as of June 30, 2024, the Trustee's holdings were valued at \$105,584.



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48 The trustees will likely review the Fiscal Year 2026 budget in September. During the renovation, Dana
49 anticipates that personnel costs may decrease, but the library will continue to spend around the same
50 amount on the collection. The library's operating budget during the renovation should be slightly lower.

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52 **Policy Updates**

53 The board considered updates/revisions to two policies: Confidentiality of Patron Records and
54 Responsibility for Children in the Library. Revised versions of these policies are attached to these
55 minutes.

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57 Natasha explained the changes made to update the policies, and the board discussed them. The
58 governance committee intends to ask the board to vote to approve these policies at the next board
59 meeting in August.

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61 **Retreat Review**

62 The board discussed follow-up items from the Retreat, notably the library's operating hours in its
63 temporary location in the Duclos Building during the renovation. Based on discussions with library staff,
64 Dana recommended that the library keep the same hours as the National Bank of Middlebury, so that
65 library staff would not have to be responsible for closing the bank building and ensuring that it is secure
66 at the end of each day. That is an enormous responsibility that library staff were not comfortable
67 handling.

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69 For purposes of clarity, Dana asked the board to vote to approve this proposal for the library to maintain
70 bank hours when it is in its temporary location in the Duclos Building.

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72 Barbara made a motion for the board to approve the operating hours during the renovation, and Clair
73 seconded the motion. The board had a robust discussion regarding the pros and cons of maintaining the
74 same hours as the bank.

75
76 Joe noted that if the library follows bank hours, there will be an approximately 20% reduction in the
77 number of hours that the library will be open; that is approximately 3 hours a day. Those reductions in
78 hours would occur largely in the afternoons, when many children and students visit the library after
79 school.

80
81 To offset the lack of library access during the renovation, the board discussed various options to help
82 bridge the gap during the renovation. For example, working with local child and teen groups to ensure
83 that there are other spaces that are available to children/teens after school, such as the Teen Center
84 and the school libraries.

85
86 Despite the reduction in hours and the impact that would have on students who spend time at the
87 library in the afternoons, given the safety and security concerns in the bank building, the board
88 unanimously voted to approve that the library follow bank hours in its temporary location at the Duclos
89 Building. Those hours will be: 9-4 Monday to Thursday; 9-5 on Friday; and 9-3 on Saturday.

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91 **100th Birthday Bash Planning**



92 Barbara presented a number of ideas that have been suggested to celebrate the library's 100th
93 birthday, and reported on the enthusiastic support she received from the Better Middlebury
94 Partnership.

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96 Some of the ideas for events that are taking shape include: a birthday cake competition; photo booth;
97 face painting for children; balloons lining Main Street; and some collaboration with MCMC to provide
98 music in connection with some of these events.

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100 One issue that was resolved is that the board agreed that it would be too much to hold a "pre" 100
101 birthday reading event/wine and cheese evening the night before the Saturday birthday bash. That
102 event, if it occurs, could be done later in the fall.

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104 There will be a further follow-up planning session the week of July 15th, and Barbara hopes to have a
105 concrete plan in place by the end of July.

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107 The meeting was adjourned at 6:15 p.m. The next meeting will be held on August 12, 2024 at 5 p.m. in
108 the Town Office conference room.

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