



1 Board of Trustees
2 Minutes of Meeting
3 September 9, 2024

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5 Meg Baker (President), Barbara Doyle-Wilch, Joe McVeigh (Treasurer), Natasha Sen (Secretary), and
6 Claire Tebbs were present. Natasha arrived late.

7
8 Director Dana Hart attended the meeting, and Middlebury College student Liefe Temple took notes.

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10 No members of the public were present.

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12 **September Meeting Minutes**

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14 The meeting started with a brief discussion of the September minutes. Joe had several questions, and
15 Barbara confirmed that the Friends of the Ilsley Public Library (the Friends) moved all of their materials
16 from the library's 3rd floor to the basement of the Methodist Church.

17
18 Dana clarified that the Brandon Library renovation had completed phase one, and the Trustees' letter
19 congratulating the Brandon board was revised to reflect that change.

20
21 Barbara moved to approve the minutes, and Claire seconded the motion. The board unanimously voted
22 to approve the minutes, except for Natasha, who was not present until later.

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24 **Public Comments**

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26 None.

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28 **Director's Report**

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30 Dana addressed questions regarding the bids for movers for the library's relocation. A walkthrough is
31 scheduled with three professional moving firms on October 16th. On a separate issue, a lock solution
32 was found for the door, and an outlet remains accessible in the garden for after hours patron use.

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34 **Birthday Party Financial Update**

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36 Barbara reported that the party costs totaled \$1,300, with substantial donations from the community,
37 including the Better Middlebury Partnership, Little Press, and the Friends. The board acknowledged
38 Barbara's role in organizing the party and keeping everyone on task.

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40 **Vanguard Funds**

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42 Joe submitted paperwork to make Meg a signatory on the Vanguard account. The board discussed
43 succession planning to fill the Treasurer position when Joe leaves the board at the end of his term
44 (March 2025). Joe stated that he will provide a quarterly report on the Trustees' funds.

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46 **Budget Presentation**



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48 Dana updated the Board on the capital budget, with \$17,725 added for security costs, including six
49 cameras. The board discussed recalculating the budget for travel reimbursement to reflect the federal
50 mileage rate.

51

52 Dana presented the operating budget and answered questions on cost of living increases and potential
53 savings when the library is in its temporary space. The board also discussed how the town's agreement
54 with Weybridge will be treated; the first year it was part of the capital campaign, but going forward, it
55 will go to the town's general fund. This may be an issue that the board should address again at a later
56 date.

57

58 Barbara moved to approve the draft budget with edits to the mileage as needed. Joe seconded the
59 motion, and all except Natasha, who was not present, voted in favor.

60

61 **Renovations and Fundraising Updates**

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63 The library did not receive grants from the Department of Libraries or the Northern Borders Regional
64 Planning Commission. Dana notes that more funding opportunities will arise in the spring. Dana
65 explained that while the grant fundraising goal of \$2 million hasn't been met, there is a path to stay on
66 budget without cutting the renovation's square footage or programs. The project is moving forward as
67 budgeted for \$17 million.

68

69 The temporary move to Vergennes is progressing, and a letter of intent between the town and the
70 owners of the building has been signed. Dana and staff have a plan to distribute unneeded furniture
71 from the library to nonprofits and the Friends, before posting items on Front Porch Forum. MCTV has
72 secured space in a building next to the Middlebury Studio School's Route 7 location.

73

74 **Fundraising Efforts**

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76 The board discussed the library's current grassroots fundraising phase, which aims to raise \$100,000
77 from donations of \$1,000 or less. Currently, we have raised \$35,000 towards this goal. Fundraising
78 ideas include a birthday-themed gift marker to track progress, events like a wine and cheese night or a
79 local author ticketed event, or a competitive matching donations fundraiser.

80

81 Dana emphasized the need for public outreach and getting the information out there, multiple times
82 and in different ways. The trustees committed to taking individual actions to promote the fundraising
83 campaign by the end of the month. The trustees will draft and submit a letter to the editor of the
84 Addison Independent to publicize the fundraising effort. The board also agreed to end this public phase
85 of the campaign in early to mid-November, as planned. Then, if necessary, the board will re-evaluate in
86 January and determine whether a second public phase is needed.

87

88 **Review of Stewardship of Natural Environment Policy**

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90 The board reviewed the Stewardship of Natural Environment Policy; Natasha explained that she had
91 edited this policy for clarity, and did not make any substantive changes. This policy is consistent with
92 the goals and commitments of the Town's policy.



93

94 The board will vote on this policy at the next meeting.

95

96 **Board Recruitment**

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98 The board discussed potential Middlebury residents to recruit to the board.

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100 **Executive Session**

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102 The trustees discussed Dana's evaluation. Joe made a motion to approve the evaluation committee's
103 report and recommendation for a merit-based raise of 2% for Dana. Barbara seconded the motion and
104 the board unanimously voted to approve this motion.

105

106 **Board Comments and Unfinished Business**

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108 No board comments or unfinished business.

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110 The meeting was adjourned at 6:35pm. The next meeting will be held on November 11, 2024 at 5:00 pm
111 in the Town Office conference room.

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