



Ilsley Public Library Board of Trustees
Minutes of December 9, 2024 Meeting

Meg Baker (President), Joe McVeigh (Treasurer), and Natasha Sen (Secretary) were present. Barbara Doyle-Wilch and Claire Tebbs were absent. Dana Hart (Library Director), David Sophrin (Assistant Town Manager), and Dianne Lawson (member of the public) attended. Liefe Temple took notes.

Approval of November Meeting Minutes

The meeting began with a brief review of the November minutes. Joe had several questions and clarifications. Joe's concerns were discussed and addressed, and the three Board members present unanimously voted to approve the minutes as revised to reflect Joe's comments.

Public Comments

None.

Director's Report

Dana shared updates on the now-emptied encampment in the parking lot. Dana also shared that she has started receiving complaints about a library patron who has been spending a lot of time in the lobby, though the patron is not violating any policies or the code of conduct. Dana informed the Board so that trustees can address this issue if it is raised by community members.

Capital Campaign Updates

The capital campaign has officially passed the \$5 million mark, and the public phase is winding down. The Friends are getting good responses to their annual appeal. Dana reported that small gifts and pledges are trickling in each day, and the Library expects some year-end giving, but not any substantial gifts.

Joe asked about the status of grant applications. Two applications for a total of \$50,000 are pending. In the spring, there will be opportunities to apply for additional grants. A \$2 million grant funding gap remains.



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Renovation and Expansion Updates

The design development phase is almost complete! The estimate at the 50% complete DD set estimate was over budget, but Dana worked with the Design Team and the Project Team to get back down to budget. Wiemann Lamphere has completed 80-90% of the construction documents, and it aims to complete them by the end of the year. The documents then will be forwarded to ReArch Company for another estimate, which brings another opportunity for feedback and/or reconciliation before the project goes out to bid in January. There is some concern that if the new administration imposes tariffs, this could increase the cost of materials like steel and cross laminated timber (CLT) flooring.

The Design Review Board is holding a judicial hearing tonight at 7:00 pm to consider permits necessary for the Library renovation project. Dana will provide testimony and Steve Roy and Brent Rakowski of Otter Creek Engineering will make a presentation. Dana expects the conversations will focus on the Library's request for a parking waiver; a square foot waiver; and discussion about the number of lots for which permits are requested.

Relocation Updates

Dana presented the Board with an estimated timeline for the move into the Duclos building and the storage space in Vergennes. Shelving from Middlebury College will meet the Library's shelving needs for stored materials in Vergennes, and the shelving will be transported to the Vergennes storage space the week of January 20th. The Library will close on February 1st, and be closed for the whole month. During this time, the Sarah Partridge library will be open 6 days a week, with regularly scheduled programming. Dana hopes to be open in the Duclos building by the February break.

Dana has not heard any pushback from patrons yet, but anticipates people will be unhappy about not having a library for a month. Dana will continue to communicate through the Director's Letter, website, and signage in the Library. Board members agree that more communication is better, and suggested running something in the Addison Independent and an announcement through the school system in mid-January. Natasha suggested a weekly email newsletter starting mid-January with timely updates (and pictures) of the move.



72 The Board discussed the potential of a “good-bye” party for the Library building, and tentatively
73 planned for a small reception with cookies, coffee, and Valentines on February 14th.

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76 **Vote on Oversight of Trustees Funds Policy**

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78 Following the November review of the Oversight of Trustees Fund Policy, the Board clarified the
79 language of the policy. Natasha moved to vote to approve the revised Oversight of Trustee
80 Funds Policy, as amended, based on the discussion that took place and as reflected in the
81 minutes of the November Board meeting. Meg seconded the motion, and all present Board
82 members voted in favor of adopting the amended policy.

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84 **Vote on Conflict of Interest Policy**

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86 The Board recalled its review of this policy during the November meeting, when there was
87 some discussion about the recusal provision. Ultimately, no changes were made to the revised
88 policy at the November meeting. Joe moved to approve the Conflict of Interest Policy as
89 revised, Natasha seconded the motion, and all present Board members voted in favor of
90 adopting the revised policy. Dana will update the policies and post them on the website with
91 updated dates.

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93 The Board discussed if there were additional policies due to come to the Board before March
94 2025. Natasha responded likely not, unless there is one that Dana thinks is important. Once
95 the Library is settled into the new building, Dana asks that the Board consider a new policy
96 outlining when the Library Director should make public comments. Currently, the Director
97 doesn’t comment on current events unless they directly affect library business, but Dana and
98 the Board would like that reflected in a policy.

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100 **Board Comments and Unfinished Business**

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102 The Board discussed the Governance committee, professional development for the Trustees,
103 and the importance of reading through the Bylaws, which have not been reviewed since 2019.
104 Dana suggested that the Bylaws might be a good topic for the next Board retreat, in May or
105 June 2025.

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107 The Board briefly discussed upcoming Board positions. Dianne plans to run for the seat Joe is
108 vacating and Natasha will run to fill the position that she has held. Both positions will need to
109 collect signatures to be placed on the ballot for consideration on Town Meeting Day in March
110 2025. Dana has not heard about anyone else running for a position on the Board. Meg
111 reminded the Board that this is an open process and anyone can obtain the petition and collect
112 signatures. To aid in collecting signatures, petitions can be held at the circulation desk.

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114 The meeting was adjourned at 6:15pm. The next meeting will be held at 5:00pm on January 13,
115 2025, at the **Sarah Partridge Library**.

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