



1 Ilsley Library Board of Trustees

2 Meeting Minutes

3 14 April 2025

4 Middlebury Town Office Small Conference Room

5 77 Main Street, Middlebury VT

6  
7 Margaret “Meg” A. Baker (Board President), Dianne L. Lawson (Board Treasurer), Barbara  
8 Doyle-Wilch (Board Member), Dana Hart (Library Director), Natasha Sen (Secretary), Claire  
9 Tebbs (Board Member), and Liefe Temple (note taker) were present at the meeting.

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11 **Approval of March Meeting Minutes**

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13 The February minutes are still pending (due to lack of quorum) and will be included in next  
14 month’s Board packet. The March meeting minutes were approved.

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16 **Public Comments**

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18 None.

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20 **Director’s Report**

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22 Dana is planning for a Groundbreaking Ceremony at the end of April. ReArch company will  
23 handle most materials and equipment, and the Library will provide snacks and coffee (perhaps  
24 from Haymaker Bun Company). Natasha suggested the Board’s discretionary fund to match  
25 potential Friends’ donation.

26  
27 About 125-150 people attended the Library’s open house on April 9. Barbara wondered about  
28 quilts or acoustic slats on the walls to help with noise levels, and Dana will look into it.

29  
30 Dana confirmed she will be taking time off during October 2025, but will still work a few hours a  
31 week remotely from Argentina. Royce will serve as the “acting director” and cover for Dana if  
32 someone needs to be in the Library.

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34 **Quarterly Finance Report**

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36 Dianne now has account access and the Vanguard setup is complete. Dianne and Meg (current  
37 signatories) updated the Organizational Contact Information to be Meg's phone number, and  
38 Meg will update it again to be the Library's phone number.

39  
40 Dana included financials in the Board packet, and reported that the Operating Budget is on  
41 target. The Board had a few questions, including the Sarah Partridge line (this is outdated, and  
42 Dana will remove it) and the catalog fee, which is higher than expected. Dana explained the  
43 Library pays into the Green Mountain Library Consortium and thus Koha Library Software. Koha  
44 likely changed their formula recently, resulting in a higher cost.

45  
46 The Board discussed the implications of the Institute of Museum and Library Services (IMLS)  
47 funding freezes. The impact is still unclear, though the potential loss of support and consulting  
48 services from the state as well as inter-library loan (ILL) services are a concern.

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50 **Policy Review**

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52 Natasha talked through proposed edits, amendments, and changes to a series of Library  
53 policies. To "Reallocating Expenditures in the Budget," and "Professional Development and  
54 Education" policies, no changes were recommended.

55  
56 The "Library Cards and Fees" policy included minor changes reflective of Dana and Natasha's  
57 meeting: Dana wants to extend free library cards to bank employees, and Natasha included  
58 language to reflect Weybridge residents' inclusion. The Board discussed the possibility of debt  
59 thresholds, but decided to leave the policy as general as possible, and revisit once the Library  
60 settles into its new space.

61  
62 The Board discussed minor language changes in the "Displays in the Library" and "Library  
63 Programming and Use of Meeting Spaces" made to increase open and positive language and  
64 remove room names that will change in the new space.

65  
66 Dana will send out updated drafts of all policies discussed and the Board will vote on them at  
67 their next meeting. The policy on political statements will be revisited next.

68  
69 **Staff Appreciation Event Planning**

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71 The event will take place on May 14th beginning at 4:15 pm in the Marquis Theatre. Barbara  
72 expects the event will cost less than \$1,000, and the cost will be split between the Friends and  
73 the Trustees' discretionary fund.

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#### 75 **Ilsley 100 Charge Review and Ilsley 100 Project Updates**

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77 The Board revisited the "Charge to Ilsley 100 Project Team," to discuss the future of the group,  
78 whether to update membership or disband. The Board decided to maintain the Ilsley 100  
79 Project team in a mainly honorary / advisory capacity. Barbara and Dianne will continue as  
80 Trustee representatives. Natasha moves to recommend that Barabara Doyle-Wilch and Dianne  
81 Lawson as Trustees be members of the Ilsley 100 Project Team, in whatever form it takes going  
82 forward. Meg seconded the motion, and everyone approved. Dana will relay the Board's  
83 decision as a recommendation to the Selectboard.

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#### 85 **Renovation Updates**

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87 The renovations are proceeding on schedule: additions are being torn down and wells are being  
88 drilled. Next will be a retaining wall in the upper parking lot. Dana, Judith, and ReArch meet  
89 weekly and walk through the construction site. Dana commends the exciting and impressive  
90 work.

91

92 In an update on grant funding, Dana shared that the Library did not receive a recent \$25,000  
93 grant, as the organization wanted to focus on organizations impacted by the loss of federal  
94 funds. There is an upcoming grant from the Department of Libraries that Dana will apply for.  
95 The Library did receive a \$50,000 gift to name the new MCTV studio in honor of the donor's  
96 parents.

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#### 98 **Retreat Planning**

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100 The Board's annual retreat will take place on Friday June 6th from 9am - 3pm at Dana's house.  
101 Dana and Meg shared a draft agenda for the day, which included a review of the bridge plan  
102 and setting goals for the next year and a half. Barbara will lead icebreakers.

103

#### 104 **Board Comments and Unfinished Business**

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106 Meg will not be here for the May 12th meeting. Barabara volunteered to facilitate, and Meg  
107 and Barbara will meet to come up with the agenda.

108

109 The meeting adjourned at 6:33pm. The next meeting will be held on April 12th 2025 at 5:00pm  
110 in the small conference room in the Town Office building, 77 Main Street.