

1 IIsley Public Library Board of Trustees

2 Meeting Minutes

3 Wed Oct 8, 2025 at 7:00 pm

4 77 Main Street, Small Conference Room and by Zoom

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6 **Present:** Royce McGrath, Meg Baker (Board President) and Barbara Doyle-Wilch were present
7 at the Town Offices. Dianne Lawson (Treasurer), Natasha Sen, and Claire Tebbs joined by
8 Zoom.

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10 **Approval of Minutes**

11 The September meeting minutes were approved with no edits.

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13 **Public Comments**

14 None

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16 **Director's Report**

17 Royce gave the Director's Report in Dana's stead. The library has added to the Library of
18 Things to include library-branded umbrellas and a hotspot that people can check out. Librarians
19 are preparing to launch Spring Share to organize and display the Library of Things, museum
20 passes, program calendars, and meeting room reservations. This user-friendly platform allows
21 reservations for specific dates, so patrons will be able to reserve items like museum passes for
22 individual dates by viewing them on a color-coded calendar and adding them to their cart. Meg
23 asked about whether librarians were concerned that patrons might book far in advance, but
24 Royce reassured her that librarians can set the reservation window. Patrons will also get
25 automatic reminders, and then they can cancel, and someone else can get that pass. Claire
26 asked about the name, which can be branded under the library's own name, so patrons won't
27 see "SpringShare."

28
29 The town introduced a new payroll system through ADP, improving transparency and efficiency.
30 Staff can now view timecards, benefits, and vacation balances remotely, and supervisors can
31 approve time digitally. This replaces the previous, more cumbersome system relying on printed
32 pay stubs.

33
34 The library typically remains open on Indigenous Peoples' Day, but this year it will close due to
35 a building water shutoff. Staff will continue working off-site and at the Vergennes storage facility.

36
37 **MOU Addendum with Friends**

38 The Board reviewed and voted on an addendum to the Memorandum of Understanding (MOU)
39 with the Friends of the Library. The addendum clarifies the Friends' role as the entity receiving
40 and managing donations for the library's renovation and expansion capital campaign. The key
41 change was replacing the term "fiscal sponsor" with "designated agent." The Friends' tax
42 preparer, not the Friends themselves, initiated this review, identifying possible issues with the

43 previous language. Town legal counsel (Benj) reviewed the addendum and recommended using
44 “designated agent” for legal clarity and liability reasons.

45
46 Natasha noted she relied on the town counsel’s review and supported the change. Claire Tebbs
47 asked for clarification on why the terminology changed and what practical difference it made.
48 The Board discussed that there is no change in practice—the same person on the Friends’
49 board will continue serving as the designated agent; only the terminology changes. Discussion
50 affirmed that the Friends use Little Green Light, a donor management platform, and have
51 multiple checks in place to track, document, and deposit donations securely.

52
53 Board members agreed it would be useful to get a short explanation from both the Friends’
54 accountant and the town attorney clarifying the legal difference between the terms “fiscal
55 sponsor” and “designated agent” for the future. Natasha suggested exploring how other libraries
56 structure capital campaign fundraising— through Friends groups, foundations, or other
57 mechanisms—for long-term planning.

58
59 The Board voted unanimously to approve the amended MOU addendum as reviewed and
60 approved by town counsel. Meg Baker will come into the library to sign the document in the next
61 couple of days. .

62

63 **Financials Update**

64 Dianne presented the quarterly financial report and noted that all accounts are performing
65 steadily, with modest gains consistent with conservative investment strategies. Board members
66 reviewed the parameters around the restricted funds. Natasha and others thanked Dianne for
67 presenting the report clearly and accessibly.

68

69 **Capital Campaign Blueprint Timeline**

70 The campaign is entering its second and final phase, guided by recommendations from the
71 fundraising consultants and the Capital Campaign Committee. The proposed campaign slogan
72 — “Put a Lid on It” — raised concerns. Board members found it negative or confusing, as it can
73 sound like “be quiet” or “stop talking.” Board members suggested renaming it to something more
74 positive and celebratory, such as “Topping Off the Project.”

75

76 Members noted the need to clarify the new purpose of the campaign (beyond the roof) and
77 communicate it clearly to avoid public confusion. Natasha supported the timing, noting that year-
78 end giving season is ideal. Some discussion about whether ending near Town Meeting (early
79 March) is beneficial or potentially distracting, but the overall consensus was that the timeline
80 seems solid and well planned.

81

82 **Grand Opening Timeline & Community Engagement**

83 The grand opening is tentatively planned with library keys to be turned over in late July and
84 reopening planned for early fall 2026. Staff prefer a deliberate, well-planned move and opening,
85 rather than rushing the transition. Claire and Barbara will collaborate on a community

86 engagement plan for the opening. Dana's early sharing of these dates was appreciated for
87 helping board planning.

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91 **Board Comments and Unfinished Business**

92 Natasha asked for updates on the library construction, noting visible progress such as steel
93 framing. Royce, Dana, and Judith are currently focused on selecting and bidding for furniture.

94 The process includes exploring bids from two companies — one possibly based in New
95 Hampshire, and another local vendor in Burlington who supplied furniture for the college's Q
96 Center. The goal is to find high-quality, attractive, comfortable, and affordable furnishings
97 despite very high costs (she cited \$10,000 recycling bins as an example of inflated prices).

98 Dana will share further construction updates when she returns.

99

100 Claire and Barbara will coordinate offline to set up a planning meeting before Barbara's brief trip
101 in late October.

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103 The meeting adjourned at 8:30. The next meeting will be held on November 13 10 at 5:00pm in
104 the small conference room in the Town Office building, located at 77 Main Street. Next week's
105 regularly scheduled meeting is cancelled.

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