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Ilseley Public Library  
Board of Trustees Meeting  
April 11 2026

Middlebury Town Office Large Conference Room  
77 Main Street, Middlebury VT

Meg Baker (President), Claire Tebbs (Secretary), Barbara Doyle-Wilch (Board Member), Natasha Sen (Treasurer) and Dana Hart (Library Director) were present. Marita Schine (Board Member) was absent.

Approval of March Minutes

Barbara moved to approve the March meeting minutes, seconded by Claire. The March 2026 minutes were unanimously approved.

Public Comments

There were no public comments.

Director's Report

Dana reported that in the course of work on the upper parking lot, rusty infrastructure sleeves were found and the town will need to replace them. While the contractor/sub-contractors will try to expedite this process, the delay may be caused by the time required to manufacture the new sleeves. Dana will have more information about the timing of this project and its impact on the library's opening date at the end of this week or early next week.

The remainder of Dana's report was contained in her written report that was included with the board packet. In reviewing the operations budget, the board discussed the differences between tween and teen materials.

Quarterly Finance Report

Dana responded to the board's questions regarding various items in the budget, such as the high cost of the telephone system and increases based on materials for the renovated library.

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### Treasurer Report

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42 The board reviewed information from the trustees' bank statements reflecting how the  
43 trustees' accounts performed over the last quarter. There are some losses due to the current  
44 state of the stock market.

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46 There was a question about whether the trustees must file a tax return based on the income  
47 earned from these accounts. Dana will ask the Town Manager about whether income from the  
48 trustees' accounts needs to be accounted for in the town's tax filing.

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### Policies Adopted

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52 The trustees discussed the 4 policies that they had previously reviewed at the February board  
53 meeting: Library Programming, Responsibility for Children in the Library, Use of Meeting  
54 Spaces, and Displays in the Library. The policies had been edited in light of comments raised  
55 during the February board meeting, and are now ready for the trustees to approve.

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57 Natasha moved for the board to adopt each policy, and Claire seconded. Each policy was voted  
58 upon separately and unanimously approved.

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### Library Relocation Logistics

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62 Dana provided an update on the relocation and progress on the building. With respect to the  
63 building itself, lights and windows are being installed, tiling and painting is occurring and the  
64 circulation desk is being built by ReArch. Dana has hired the movers and ordered appliances  
65 and furniture; she still needs to custom order shelves for the children's library, and she is  
66 continuing do some fundraising.

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68 Dana walked the trustees through the timeline for key dates for installations and moving books  
69 into the new space, and some of the events that are being planned, such as the book truck  
70 parade and the library's participation in the Memorial Day parade this year.

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### Grand Opening Updates

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74 The planning committee is working well together to plan the grand opening. There is some  
75 uncertainty as a result of the upper parking lot issue, but there is some flexibility in the  
76 schedule and we'll wait to see how things progress.

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Staff Appreciation Event Planning

As noted at the last board meeting, the staff appreciation event will be held at the Marquis theater on Wednesday, May 13, 2026 from 4-6 p.m. Dana asked whether one of the trustees can say a few words of appreciation at the event.

Board Retreat

The board discussed the challenges of scheduling a board retreat in late May/early June. After some discussion, the board agreed to delay the annual retreat until the fall, so that the board can consider feedback and issues related to the new library space and its operations. That timing still allows the board to prepare to begin its strategic planning process in May 2027.

Board Comments and Unfinished Business

None.

Adjourn

The meeting was adjourned at 6:25pm. The next meeting will be held Monday May 11, 2026 at 5:00 pm in the conference room of the Middlebury Town Office.