



Board of Trustees Meeting Minutes

June 8, 2026

75 Main Street, Conference Room

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

Claire Tebbs (Secretary) was absent.

Call to Order

The meeting was called to order at 4:57 PM.

Approval of Minutes

Barbara moved to approve the May minutes. Natasha seconded the motion. No objections were raised, and the motion was carried.

Public Comment

No members of the public were present.

Director's Report

Staffing Update

Dana announced the hiring of **Julie McGowan** as the new Library Assistant with an emphasis on youth services. With this hire, the library is now **fully staffed** in preparation for the move into the new building.

Dana shared that the Memorial Day Parade was a success, despite early rain. The trustees congratulated staff on a successful Memorial Day Parade appearance.

Annual Board Retreat

The Board discussed scheduling its annual retreat, with a focus on beginning work on the next strategic plan. Potential dates discussed included November 6 and November 13. Dana will consult with Claire before confirming a date.

Marita asked for background on the usual format of the retreat. Meg shared that the retreat typically runs approximately 9:00 AM – 3:00 PM. Natasha expressed interest in holding the retreat in the new library building, and Dana said she will reserve an appropriate meeting space once a date is finalized.



33 **Renovation and Expansion Update**

34 Dana shared that construction remains on schedule and generally within budget, thanks to a
35 recent \$50,000 gift. Elevator installation remains the primary scheduling concern; while the
36 elevator is expected to be installed on time, state inspection may not occur before shelving
37 installation begins. If necessary, the library may need to pay for a state-certified operator to run
38 the elevator temporarily.

39 Marita expressed interest in a site tour, and Dana encouraged all the trustee to contact her
40 directly to schedule one on one tours, as that is easiest.

41 **Relocation Planning**

42 Dana reviewed the plans in place for closing both the Vergennes storage location and the
43 Duclos Building. Moving timelines have been established for books, shelving, furniture, and
44 remaining materials. Dana expects both temporary locations to be fully vacated by early
45 September.

46 The trustees reviewed plans to formally thank the National Bank of Middlebury for providing
47 temporary library space and provided input on a draft impact report highlighting the library's
48 use of the temporary facility. Barbara suggested emphasizing usage statistics without direct
49 comparisons to pre-renovation circulation figures, and there was general agreement.

51 **Grand Opening Planning**

52 Dana shared that the Town has approved the book cart parade event. A rain date of August 7
53 was established. Trustees will participate with their own designated cart.



54 A Contractor & Construction Team Open House is scheduled for August 13. The event will
55 include tours, children's activities, pizza, and refreshments.

56 Donor Preview Reception is scheduled for August 20. Plans reviewed for a donor appreciation
57 event featuring self-guided tours, refreshments, remarks from Dana, opportunities for donors
58 to see the completed building prior to the public opening.

59 There was general discussion of the Staff Appreciation / Move-In Day, tentatively planned for
60 July 31. The trustees discussed providing welcome gifts and bookstore gift certificates for staff
61 as they settle into the new building.

62 **Other Business**

63 Marita shared some updates from the Friends board meeting, including that the Friends have
64 decided to cease funding support for the Addison County Readers / Dolly Parton Imagination
65 Library

66 Barbara shared that the MCTV Archives and Media Digitization effort is going well.

67 It was suggested by Meg that these liaison updates be given their own recurring space on the
68 agenda going forward. There was a general agreement.

69 Dana requested funding from the trustees to help pay for all the grand opening events. Barbara
70 made a motion for the trustees to contribute to the expenses for the opening of the library to
71 be determined later. Natasha seconded. There were no objections and the motion was carried.
72 Similarly, Natasha made a motion that the trustees authorize expenditures to pay for the staff
73 welcome basket, the cost to be determined later. Meg seconded, there were no objections, and
74 the motion carried.

75 The meeting adjourned at 6:23 PM.

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