

ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
MARCH 9, 2020
MIDDLEBURY TOWN OFFICES

MINUTES – DRAFT

Board decisions are unanimous unless otherwise noted.

Present

Board members: Joe McVeigh, President, Amy Mincher, Secretary, Andy Hooper, Treasurer, John Freidin, Catherine Nichols
Library Director: Dana Hart

CALL TO ORDER

See Board Packet <Board Packet 3.9.2020.pdf> for agenda and accompanying documents.
President Catherine Nichols called the meeting to order at 5:00pm.

BYLAWS AND MISSION STATEMENT REVIEW

The board reviewed powers of the board as written in the Bylaws and the mission statement. Joe reminded everyone and explained to our new member, Andy Hooper, that we operate by Basic Principles of Parliamentary Procedures and not Robert's Rules of Order. Dana encouraged Trustees to check into viewing the Board's Dropbox folder online

BOARD ORGANIZATION

The board elected officers for the new year as follows: Joe McVeigh, President; Catherine Nichols, Secretary; Andy Hooper, Treasurer.

New board President Joe McVeigh made the following appointments:

Governance Committee: John Frieden (chair), Andy Hooper

Director Evaluation Committee: Catherine Nichols (chair), Amy Mincher

Amy Mincher will continue in the role of board liaison to the Friends of the Library.

Joe McVeigh will continue in the role of board liaison to MCTV.

APPROVAL OF MINUTES

The Board approved the minutes of the regular meeting of February 10, 2020.

PUBLIC COMMENTS

There were no public comments.

MCTV REPORT

MCTV liaison Joe McVeigh reported that Executive Director Kurt Broderson had taken a brief leave of absence after the death of his mother. During that time his responsibilities were covered by Jim Corbett. Ilsley Trustees are encouraged to attend the MCTV annual meeting which will be held on Thursday, March 26th in the large meeting room in the town offices. It will include a brainstorming session.

FRIENDS' REPORT

Their March book sale took in over \$600. They have a new board member who is helping with book sale. They have a monthly meeting on Thursday, March 12 at 9:15am in the Vermont room.

DIRECTOR'S REPORT

Dana Hart directed board members to her written report. She shared a preparedness plan for dealing with Covid-19 (see handout: Ilesley Public Library COVID-19 Preparedness Plan). John and Joe suggested that Dana discussed procedures with the town staff including Kathleen Ramsay and the Selectboard, and Tom Hanley, Middlebury's health officer. Dana has already been sharing all planning with Kathleen Ramsay. Catherine agreed that a memo to the Selectboard would be appropriate to keep them informed and find out if they have further instructions regarding library preparations. There was some discussion about our relationship with Sarah Partridge Library in East Middlebury. Dana will be on the Selectboard agenda for Tuesday, April 28 to talk about Ilesley going fine free.

BOARD FINANCIAL POLICY

The Board reintroduced the financial policy for the board to review. Joe questioned if the definition of Trust Agency Accounts in the document is correct. Dana clarified that it is correct. The Board will vote on the policy next month after some minor changes are made.

PLANNING FOR DOWNTOWN CLOSURE, SUMMER 2020

Joe outlined the road closures due to bridge construction this summer, starting in May. Dana spoke about what the library is doing: collaborating with "Neighbors Together" for a construction themed story walk, continuing with programs, staying open. Other ideas include having a book drop somewhere else in town. Parking changes will impact library staff. The library might also be impacted by noise. Dana asked for creative ideas from the Board about how to help the town cope with construction this summer. There was discussion about increasing hours and staff time at Sarah Partridge so patrons could return and pick up books there or increase programming there. John suggested a mobile book return. Joe asked what the implications are for the summer reading program. Dana confirmed that everything should continue as normal. Joe suggested having information about how to get around town during the construction in the library lobby.

FOLLOW UP RE: QUOTES FROM GBA

Dana spoke with Gossens-Bachman (GBA) about how much different or cheaper plans might cost. Tom Bachman directed Dana and the Ilesley board to look at some less expensive options that they had submitted previously. These plans did not remove the newer additions to the building. Dana asked for more clarification from the Board of what kind of plans they would like to see from GBA. John suggested asking what GBA could do for \$6 million. There was discussion about forming a new committee to be comprised of Board members, Selectboard members, and community members that would move forward with finding a new building plan for the library.

The board also discussed how much the town master plan might be helpful in the decision making process. A plan draft coming out in April with a final version coming out in July. The board decided to wait to respond to GBA until after they review a draft of the new town master plan.

PLANNING FOR BOARD RETREAT

Lara Keenan, Vermont Department of Libraries consultant, will facilitate our retreat. The board brainstormed what to discuss at the retreat in May including:

- how to proceed with building planning.
- John and Catherine suggested coming up with a list of what we can give up in the building plans.
- Amy suggested brainstorming big ideas and developing a charge for a new committee.
- Joe suggested goal setting for ideas other than the renovation/expansion project.
- John wants to try to work on renovation goals between now and the retreat.
- Who or what would move this project forward?
- Catherine suggested using the town master plan draft as a starting point for discussing the building project.

BOARD COMMENTS AND UNFINISHED BUSINESS

The board expressed thanks to Catherine Nichols for her work as President.

ADJOURNMENT

President Joe McVeigh adjourned the meeting at 7:08 p.m.

The next regularly scheduled meeting will take place on Monday, April 6th at 5:00 p.m. in the small meeting room in the town offices.