

ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
JULY 13, 2020  
ELECTRONIC MEETING VIA ZOOM PLATFORM

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

Middlebury Director of Planning and Zoning: Jennifer Murray

Public: Peggy Rush, Raymond Hudson

Minutes taken by Saskia Gori-Montanelli

**CONFIRMATION OF ADHERENCE TO VERMONT PUBLIC MEETING LAW**

President Joe McVeigh confirmed that the meeting, which was held electronically, conformed to the temporary amendments to Vermont Open Meeting Law and was duly authorized to be held electronically pursuant to Addendum 6 to Executive Order 01-20 and Act 92. He further indicated how public notice had been given and described to the public how they could participate.

**CALL TO ORDER**

President Joe McVeigh called the meeting to order at 2:00 pm.

See Board Packet <Board Packet 7.13.2020.pdf> for agenda and accompanying documents.

**APPROVAL OF MINUTES**

The Board approved the minutes of the regular meeting of June 8, 2020 with slight amendments.

**PUBLIC COMMENTS**

Ray Hudson stated that he is keeping in touch with Lori Muller who is President of the Friends of the Library. Ray and Joe McVeigh expressed their appreciation for the email that Dana wrote to the Friends expressing condolences about the death of prominent Friend Bob Wallace. Dana described some of Bob's many excellent qualities.

**SARAH PARTRIDGE LIBRARY UPDATE**

Library Director Dana Hart described the workings of the Sarah Partridge Library. She noted the hiring of Laura Fetterolf to be Sarah Partridge Branch Librarian. Dana outlined the process by which she and the chairs of the East Middlebury Prudential Committee had drafted an updated MOU to describe the relationship between Ilsley and the Prudential Committee. A primary purpose in updating the arrangement is to

simplify payment and accounting methods between the Prudential Committee and the town.

The board discussed the draft of the MOU and proposed amendments which were incorporated into the draft.

VOTE: Upon a motion made by Catherine Nichols and seconded by Andy Hooper, the board voted unanimously to approve the MOU as amended and directed Board President Joe McVeigh to sign it on behalf of the Trustees.

**Action Item:** Dana will update the draft with the agreed amendments. Joe will sign it on behalf of the Trustees. Dana will make coordinate the signing of the document with a representative of the East Middlebury Prudential Committee.

Dana stated that the Sarah Partridge Library will be opening to the public in mid-July, initially for one day per week. As time goes on and things progress, the number of open days and hours will expand.

Mona Rogers, the Sarah Partridge Librarian, will be retiring in August. The library board would like to show appreciation by throwing a socially distanced retirement celebration. This may include a socially distanced opportunity for people to stop by and say thanks. Mona's book group (BLTs) would like to do something special for her as well.

**Action item:** Catherine will draft a resolution of thanks on behalf of the Board.

**Action item:** Catherine and Dana will coordinate a socially-distanced celebration.

**Action Item:** Dana will notify reporter John Flowers of the *Addison Independent* about Mona's retirement.

## DIRECTOR'S REPORT

Library Director Dana Hart directed board members to her written report.

Dana said that as they pivot towards opening the Ilesley library, there will need to be policies about wearing face masks. Patrons must be wearing masks while they're in the library, or they will be asked to leave. The town attorney has confirmed that the library has the right to do that. There will be extra masks for the patrons who don't bring one.

**Action Item:** The Governance Committee (John, Andy, Dana) will convene to draft a new policy. They will determine whether this should be an entirely new policy or be part of the existing Code of Conduct policy.

Dana described an option for the next phase of reopening in which the lobby and the reference room would open for three hours a day, six days a week, moving curbside pick-up inside.

Dana noted that two full time staff, Stephanie and Susan, will be returning from furloughs at the end of July which will help make the reopening possible.

John asked if there would be a system in place to disinfect public computers

between uses. Dana reported that technology-specific, quick drying, disinfecting wipes had been ordered to help maintain a clean environment.

Joe summarized his understanding of the reopening plan: The lobby and reference room of the library will be open for three hours each day, six days per week. Eight patrons will be allowed in at a time, and two computers will be open for the public to use. This plan is in line with what other similar size libraries are doing.

Engineering Service of Vermont is working on the cost estimates for the heat pumps. The Library's air circulation could be better and this is especially important in a time of COVID infection. John, Andy, Amy, and Dana noted that virus-level air filtration systems are now available.

The library's fire alarm needs to be replaced, which will cost \$27,000. It is old and doesn't supervise its own batteries.

The library has applied for grant funding for fixing the windows on the east facade, but the bids turned out to be much more than was budgeted for. The project will be divided into two, and the second part completed in the future when more grant funding may be available.

Joe noted his appreciation of the work Dana and staff have done in trying conditions. It has been great to see the level of communication between the library and its patrons. For example, the story walks (posters on the TAM trail and in the Marbleworks) are a great way to bring the library to the people.

#### **DOWNTOWN MASTER PLAN DISCUSSION CONVERSATION WITH JEN MURRAY**

The Board discussed their reactions to the draft of the Downtown Master Plan and the role of the library with Middlebury Director of Planning and Zoning Jennifer Murray. Joe noted that detailed comments can be emailed to Jen Murray and that the Planning Commission meetings, which are Thursdays at 12:00 are open to the public.

Jen Murray explained that the Downtown Master Plan is a series of aspirational ideas that will supplement the comprehensive town plan. It might be used by the town itself or for those planning housing, grant applications, committees, the infrastructure community, etc. It's a general vision that can be used as a starting point for those considering changes and additions to the downtown landscape.

Joe asked the board how they felt about how the plan as it relates to the library. Amy thought it was interesting that a note in the plan says to consider library expansion, and wondered how the potential redevelopment of the Bakery Lane parcel and expansion of the library could be integrated.

John noted his concern about a statement in the document that reads: "Support Ilsley Library's mission to expand their programming, services, and physical space in Downtown Middlebury by 2030."

He felt that this makes the library look passive and uncertain, and that the date

should be closer to 2025. Catherine thought this date gives time for other potential collaborative projects to germinate, such as Bakery Lane redevelopment or the concept of a nearby childcare center. She said that time is needed to work with the town and with individual developers to see what specifics the library can be a part of. Andy and Joe agreed that while the concrete nature of having a date is appealing, the current fiscal condition of the town and local economy is an issue, and a date as early as 2025 could be problematic. Jen Murray didn't think a date of 2025 was realistic and would not recommend it to the Planning Commission.

Amy Mincher liked that that the Downtown Master Plan included quotations from citizens, and how references to the library are peppered through the document. It is clear that patrons think the library is a resource/attraction/necessity that will always be there for them. Jen Murray noted that she had been surprised to learn all that the library does for people apart from sharing the items in the physical collection.

The Board spoke about the possibilities of development of the Bakery Lane area. Joe and John noted that the Bakery Lane Development will be financially challenging, and will require subsidy by the town. Jen suggested that anyone working on developing the area might want to hire a P3 development advisor for addition advice.

Jen noted that a suggestion had been made to create a new childcare center in the St. Mary's School area, possibly combining the College Street child center with the Otter Creek child center. She suggested that the library could create a space for a children's collection in that location. Dana Hart said she was not opposed to moving the library in its entirety, but she thinks that having two branches is not staffable with our current capacity.

Joe revisited the "aspirational" aspect of the plan, welcoming new and different ideas, even if some of them are not likely to come to fruition.

#### **BOARD COMMENTS AND UNFINISHED BUSINESS**

Joe noted that the Pierson Library in Shelburne has opened, and it is continuing to disinfect and follow social distancing rules.

#### **ADJOURNMENT**

President Joe McVeigh adjourned the meeting at 3:30 p.m.

The next regularly scheduled meeting will take place on Monday, August 10<sup>th</sup> at 2:00 p.m. via electronic meeting.