

**ILSLEY PUBLIC LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 8, 2021  
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 Staff: Dana Hart, Director; Tricia Allen, Youth Services Librarian; Chris Kirby, Adult Services Librarian  
Public: Meg Baker, Lorrie Muller, Peggy Rush

Minutes taken by Saskia Gori-Montanelli.

**MEETING CALLED TO ORDER**

President Joe McVeigh called the meeting to order at 5:00 pm. See Board Packet for agenda and accompanying documents.

**APPROVAL OF MINUTES**

With no objections, the minutes of the meeting of February 1, 2021 were approved.

**PUBLIC COMMENTS**

There were no public comments.

**VOTE ON DISPLAYS IN THE LIBRARY POLICY AND ON CONFIDENTIALITY OF PATRON RECORDS POLICY**

The Displays in the Library and the Confidentiality of Patron Records policies had been previously presented by the Governance Committee reviewed by the board in December 2020.

Motion by John Freidin, seconded by Andy Hooper: to approve the revised policy on Displays in the Library. Vote: 5 in favor, 0 opposed. The motion passed.

Motion by Andy Hooper, seconded by John Freidin: to approve the revised policy on Confidentiality of Patron Records. Vote: 5 in favor, 0 opposed. The motion passed.

**RECOMMENDATIONS ON TRUSTEE INVESTMENTS**

The bylaws empower the board treasurer and president to handle the finances of the board, but Joe and Andy wanted to inform the trustees about some proposed changes.

Joe discussed the funds that are controlled by the board of trustees, which are made up of both restricted and unrestricted funds. Some of the money had been invested very safely in money market funds, but consequently had not been appreciating in value.

Andy spoke about simplifying equity holdings to reduce the number of holdings with the goal of making reporting simpler. He proposed taking the three funds that make up the Bretschneider fund and combining that into the most effective of the three.

Amy Mincher wondered what kind of research Andy and Joe did to make sure the investment options were appropriate. She asked what kind of investigation process they went through, and said it was also important to make sure the process was well documented so that future treasurers could clearly understand the intent. Andy agreed that a clear audit trail was necessary. He said that he and Joe have similar philosophies: they want diversification and they also want to follow the market.

Joe spoke about the various funds they looked at and stated that their recommendation was focused on funds that were more likely to increase in value and have an overall upward trajectory. There had been a fair amount of money in money market funds that has not been increasing in value at all.

John Freidin thanked Andy and Joe for working on this recommendation. He said that the trustee-managed funds had been in need of attention for a long time, and this was a big step in the right direction.

#### **DRAFT MOU FROM FRIENDS OF THE LIBRARY**

Joe gave an overview of a draft Memorandum of Understanding Between the Friends of the IIsley Library and the IIsley Public Library written by the friends.

Lorrie Muller explained that when the Friends had their retreat, it was recommended that have a written MOU. They took a draft from a sample from the United for Libraries group and amended it to suit their own needs. Lorrie said that the MOU stated that the IIsley Library staff would do things to help the Friends, such as assisting with newsletters, and that the IIsley Library agreed to provide the Friends with a space in their building.

Joe, Amy, and Dana will review the MOU and send it back to Lorrie with any proposed revisions for a response from the Friends' board.

#### **DIRECTOR'S REPORT**

Library Director Dana Hart thanked Tricia Allen and Chris Kirby for helping to put the FY 20 annual report together. Dana has asked Image Farm to create an overview page about their statistics, as well as an overview of the report.

John was delighted to hear that the library started offering support to individuals registered for COVID vaccines and wondered if they were keeping count of the number of people using the service. Dana said they were not keeping an exact count, but that the numbers were lower than they would like. Nevertheless, the people who have been taking advantage of the service have really appreciated it. John

suggested having something written in the Addison Independent because the more people they can attract, the more people they can help. Lorrie mentioned that she had heard from several people that a lot of people don't want to disclose their information to people they don't know, so not everyone is comfortable registering to obtain a vaccine.

John further commended Dana for her report on IIsley that appeared in the Town of Middlebury's Annual Report. He described it as splendid and vibrant.

Catherine Nichols and Dana brought up the fact that Jan Lyons has been an employee for close to 20 years, and while she requested that a big deal would not be made of her retirement, they want to write her a letter thanking her for her many years of work.

Amy wanted it to be clarified whether or not someone was going to trim the Chinese elm trees in front of the library as part of the front garden renovation project. Dana responded that Chris Zeoli the town's tree warden, has volunteered to prune the elm trees at Barbara Blodgett's request.

Joe and Dana spoke about the 4-phase COVID building reopening plan and hoped that Chris Kirby and Tricia Allen were comfortable with the plans because as co-directors, they'd most likely be the ones responsible for implementing the next stages. Dana mentioned that patrons had been asking why the building has not opened up completely yet, and that everyone should feel prepared to talk about the parameters that were set up. Particular care is needed because the building doesn't have a reliable air filtration or circulation system.

#### **NEXT STEPS IN FACILITIES PLANNING**

Joe reminded the board that at the February 1st meeting, the trustees had a lengthy discussion and discussed motions that might solidify the direction they were heading in, but that no motion had been successful.

Motion by McVeigh, seconded by Friedin: "that the IIsley Public Library Board of Trustees develop a written Vision Statement and a Statement of Need to guide the next steps of the library renovation/expansion project.

The Vision Statement is a high-level overview of the project with desired outcomes expressed in broad terms. The Statement of Need serves as a more detailed description of desired features. In preparing these statements the board is encouraged to make use of the work of the 2014-2017 Library Building Committee."

John Freidin seconded this motion. Dana clarified that a vision statement is a broad overview of what they want to achieve and discusses what the project will do. The Statement of Need is a more detailed list of physical attributes of the project that would help achieve the project. A lot of the feedback from the previous meeting was that they couldn't decide who would be assigned which specific tasks because they weren't sure what the tasks would be.

John clarified that the Vision Statement was not a vision for all that the library does, but of what they would like the building to accomplish. The Statement of Need was the need of the building, not the need of the library in all respects.

John wondered whether the 2nd paragraph was part of the resolution. He thought it would be helpful to include it, and that if they wanted to be formal the board could amend it by adding the 2nd paragraph.

Amendment proposed by John Freidin, seconded by Catherine Nichols: that the ellipsis be removed from the first sentence and that the second paragraph be included in the resolution.

John didn't think any conclusion reached by the Library Building Committee must be accepted by a new group or building committee and suggested rewording the resolution say that the board is encouraged to "review" or "consider" the work. Joe and Dana agreed.

Amy wondered what the process was in creating the Vision Statement and Statement of Need.

Joe suggested discussing this at future board meetings and retreats, because this was a subject that would do better if the board had a sustained amount of time to discuss the topic rather than having it dispersed among the other bits of business that needed attention.

Joe restated the resolution with the proposed amended language:

"I move that the Ilsley Public Library Board of Trustees develop a written Vision Statement and a Statement of Need to guide the next steps of the library renovation/expansion project.

The Vision Statement is a high-level overview of the project with desired outcomes expressed in broad terms. The Statement of Need serves as a more detailed description of desired features. In preparing these statements the board is encouraged to consider the work of the 2014-2017 Library Building Committee."

Vote: 5 in favor, 0 opposed. The motion passed.

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

Catherine asked the board if they had read over the thank you letter that she wrote for former gardener Anna Benson and wondered if anyone had any feedback. Amy suggested writing a little bit about the other work Anna has done in the library besides working on the garden, as she was also a library substitute who worked in circulation.

Catherine said that another member of community suggested writing a letter to the editor in the newspaper thanking Anna for her work in the garden. John suggested a statement on Front Porch Forum. He mentioned that in the next several weeks, the newspaper's focus will likely be focused the political topics.

It was decided that Catherine would refrain from contacting the paper until the Spring, when the garden begins coming out of its dormancy. She will also write something in Front Porch Forum to honor Anna's work.

Catherine brought up another topic: another member of the community suggested that because book sales were not possible because of COVID, the community could raise funds to put up a little free library in front of the Sarah Partridge community house. Dana said that this suggestion has come up before, but it had been concluded that while such free libraries are welcome on private property, it was not appropriate for them to be maintained by a municipality. She loved the idea and wanted to encourage individuals to put them on their own properties, but that putting them on library property wouldn't be the best idea because of maintenance concerns.

### **CELEBRATORY EVENTS**

Joe said he will be working closely with Tricia and Chris to create the future agendas, and that Meg Baker would be joining them as a board member in the next meeting scheduled for March 8th. The trustees will confirm meeting dates, make appointments to committees, and go over bylaws.

Joe noted that this was John Freidin's last board meeting after many years of service. A bookstore gift certificate had previously been delivered to John's house; he opened the gift at the end of the meeting. John expressed that he felt honored to participate in all the work of the Library Building Committee and of the trustees and he wished everyone the best of luck. The trustees thanked him for his many years of service.

### **ADJOURNMENT**

President Joe McVeigh adjourned the meeting at 6:12 p.m.

The next regularly scheduled meeting will take place on Monday, March 8th at 5:00 p.m. via electronic meeting.