



10/11/2018

Director's Report  
10.15.2018  
Community Meeting Room

### General updates

- I attended the VLCT Annual Town Fair. Lara Keenan, from the VT Department of Libraries, and Jenny Prosser, from the VT Secretary of State's office, gave a presentation titled "Division of Powers & Effective Collaboration Between Library Trustees and SelectBoard Members." The presentation brought together information from a number of sources, including VT State Statutes, the Law of Public Libraries publication, court cases, the VT Public Library Trustee Handbook, and more. It covered how power is generally split between Selectboards and Library Trustee Boards of both municipal and non-profit incorporated libraries. You can link to the article here: <https://libraries.vermont.gov/sites/libraries/files/PublicLibraries/Trustees/VLCT%20town%20fair%20libraries%20presentation%20FINAL%20PDF%20version%2010.4.18.pdf>
- I have completed training to administer Narcan/Naloxone. In December a representative from the Turning Point Center in Middlebury will conduct a training session at the library for the staff. After this training, the library will have Narcan in the building in case of emergency.
- Ilsley will host a workshop, Mental Health First Aid Training, on Friday, October 26. Nicole Reilly from Counseling Services of Addison County will lead the workshop. Other librarians from Addison County will attend as well.

### Facilities

- I met with the Infrastructure Committee on Thursday Oct. 11 to request we bypass the bid process and proceed with Plouffes for boiler inspection and repairs. The estimate for the inspection and the anticipated replacements/repairs is \$7,262.00. I am proposing that the library pay for this work from the \$20,000 designated for library building repairs in the capital budget. The repairs include replacing the two rear sections and sealing with new gaskets. This should prevent the leaking and other issues we experienced last year. The Committee suggested I ask Plouffes for an updated quote to replace the entire casing, not just the two rear sections, as this will result in less chance of future leaks, despite costing a bit more upfront.
- I have requested a purchase order from the town to proceed with repairs to the library's fire alarm system. Ilsley had our fire alarm system inspected by a technician from Johnson Controls in July. Three of our A/V alarms failed. Johnson Controls has now sent us a quote for the repairs to our system (attached). The total cost is \$1,901.23.
- Public Works Planning Director Dan Werner and I met with a representative from Vermont Gas to discuss the logistics and opportunities for switching from oil to natural gas.
- I have set a meeting in December with Dan Werner and Daniel Dupras, of Engineering Services of Vermont, to discuss the possibility of working with ES of VT on a design narrative for the library's heating system.

### Budget

- We received a matching grant from VLCT/PACIF. This grant will allow the library to buy new, ergonomic chairs for the entire staff as well as keyboard trays for the staff that need them. It will also fund the cost of sit/stand computer converters for the shared workstations.
- The Prudential Committee will finalize their budget in November. I am waiting on the final draft from Jason Laroque.

- The Friends of the Library have approved our requests for programming funding for 2019.
- The library's budget request is due to Kathleen Ramsay on October 26. The biggest change in the budget—the addition of a new full-time librarian—is at the discretion of the Personnel Committee/Selectboard. Since I won't know the Personnel Committee's decision until after the trustee's October board meeting, I am submitting two budget proposals for FY 19 for the board's consideration. One proposal assumes the new position is approved and includes an increase in Full-time Regular to reflect the additional salary; the other proposal assumes the new position is not approved and does not include the salary increase. If the board votes to approve both of them I will be able to turn in the appropriate budget proposal to Kathleen after learning the Personnel Committee's decision, without the board needing to come together again in October.

### Project Updates

- Background Checks: I have submitted my plans for background checks for staff and volunteers to the town so they are aware of library practices. It is currently being reviewed by VLCT.
- Request for New Position: The town's Personnel Committee is meeting to discuss the proposal for the new position on October 18<sup>th</sup>. Position profile is included in the board packet.
- Library Brochure: Lisa Rader's design class will start working on the brochure in November. A student photographer has already come by the library to get updated images.
- Coffee in the Library: I submitted the request for coffee to the Friends. It has been approved and I will purchase the Keurig machine and other supplies soon.

### Upcoming Programs

- **Author Talk: Ashley Wolff. October 16 @ 7:00 pm - 9:00 pm.** Ashley Wolff, daughter and granddaughter of artists, reflects on what she has inherited, what she has done with it and what she hopes she is passing on. Ashley's books will be available for sale at the event. Presented by the Middlebury Chapter of the AAUW.
- **Long Form (73) Sun Style Tai Chi. October 18 @ 4:00 pm - 5:00 pm.** This class is designed for participants who have some experience with the Sun Style Fall Prevention or Tai Chi for Arthritis programs, including those either wanting to learn new forms, revisit past experience, or discover new depths of Tai Chi principles.
- **Author Talk: Judy Chaves. October 19 @ 12:00 pm - 1:30 pm.** North Ferrisburgh resident (and long-time Mt. Philo hiker), Judy Chaves, has spent 8 years researching the mountain's history and has recently written a guidebook to the park's historic sites. Join her on a "virtual" tour of the mountain and discover, through then-and-now photos, old maps, and even a bit of poetry, what historic gems lie hidden — within plain sight — in the park.
- **Conversation with Amy Sheldon and Robin Scheu. October 24 @ 12:15 pm - 1:30 pm.**
- **Spooktacular. October 28 @ 3:00.** Ilsley will hand out honey sticks from local Vermont apiaries to children participating in the Spooktacular event downtown.
- **First Wednesday Talk: Political Activism and the Case for Hope. November 7 @ 7:00 pm - 9:00 pm.** Join Black Lives Matter advocate DeRay McKesson for an interactive program about political activism, as McKesson shares how his liberal arts education gives perspective and informs his approach to advocacy. This program will take place in Wilson Hall on the Middlebury College campus.