

## **Rutland Free Library Board of Trustees**

### **August 19th, 2015, Draft Minutes**

**Called into session 5:15 PM**

**Attending:** Mike Brochu (President), Heather Cooper, Larry Courcelle, Sherri Durgin-Campbell, Doris Farenkopf, Joan Gamble (VP), Pat Hunter, Kay Jones, Scott McCalla (Secretary), Cathy Reynolds (Treasurer), Liz DiMarco Weinmann, Abby Noland.

**Absent:** Mary Wasserman, Randal Smathers

**New Board Member:** Cathy made a motion to accept Sherri Durgin-Campbell to the Board of Directors, second from Doris. Board voted unanimously, accepted, and welcomed Sherri to the Board of Trustees of the Rutland Free Library.

**Strategic Plan Exercise:** Board Members were asked to break into 3 groups to discuss and report back on 3 concepts: 1) The Business the Rutland Free Library is in, 2) a Vision Statement for the Library, and 3) a Mission Statement for the Library. A Powerpoint and a short video presentation was shown by Joan to facilitate the exercise. Results were collected and will be compiled and discussed at the Board/Staff Retreat on September 28<sup>th</sup>, from 4-8PM, at the Heritage Family Credit Union.

**Additions to Agenda:** Personnel Committee requested discussion of new Financial Officer position, the subject of job descriptions and the Union contract, and Abby's Annual Review. Finance Committee requested discussion of Ogden bequest subject and an adjustment to the 2015/16 Budget.

**Review of Minutes:** Motion made by Joan to accept without changes. Heather second. Minutes accepted with one abstain.

**Financials:** Fiscal year end 2014-2015 actuals were presented. These numbers are not final until reviewed by our contracted accounting firm. Heavy expenditures due to having 2 Library Directors during our transition. Unanticipated gains from our investments offset our expenditures, and our overall year net was a gain of \$62K. July 2015 of the new fiscal year was also presented. Motion by Cathy to accept financials, second Kay, motion passed.

**Director and Assistant Director Updates:** Monthly statistics and activity reports were sent via email with graphs showing progress. Annual graphs distributed in session, showing significant increase in annual programming attendance and annual circulation, with small growth in annual library attendance. Abby reported that Deb Higgins researched and found that the trend in Vermont is circulation is going down - we may be the only library in the state that is bucking that trend.

**Score Card August:** Job descriptions were due this month, and are being addressed by the Personnel Committee.

**Executive Committee:** Betsy Ide, another prospective Trustee was not able to make our August Meeting. Motion made to accept her to the Board of Trustees made by Cathy, second by Betsy. Motion passed. Rachel Alexander, who is the Mayoral Trustee Appointee, is already approved and will join us at a future meeting. Other prospects are being considered. Executive Committee will review and have read the bylaw change to distribute prior to the September meeting, and voting will take place at the September meeting. Doris suggested we have a speaker at the Annual Meeting, and the Executive Committee will attempt to secure one.

**Personnel Committee:** Discussed the addition of the Fiscal Officer position, replacing our current Bookkeeper position. Theresa Clarke is the incumbent. Increasing duties, responsibility, hours (from 15 to 20) and salary. Motion made by Heather to get Board approval for this position to go to the Union for approval. Second Cathy. Motion passed. Joan presented plan to take the job descriptions out of the Union Contract, and replace with a process (MOU – Memorandum Of Understanding) so changes are made as needed. Cathy made a motion to approve, second by Pat. Motion passed. The Personnel Committee will work on the first round of job description revisions. Joan presented that it is Abby's 1 Year Anniversary as Director (Happy Anniversary!), and it is time for the Annual Review. This will be done by online survey via Survey Monkey, unless a Trustee requests a paper survey. September meeting target for discussion of results.

**Finance Committee:** Library received \$20K from Ogden family for materials and programs a few years ago. Money was put in Moors & Cabot Fund. Cathy made a motion to withdraw \$20K from Moors and Cabot, establish a Vermont Community Foundation Endowment fund in the Ogden's name, restricted as they originally requested. Second Joan. Motion passed. Cathy presented changes to the 2015/16 fiscal year budget. Changes total \$48,456, which include increases in labor, supplies, services and building expenses. The increase will mean a budget deficit of \$24,406 (2%) for the fiscal year, which will be paid for with investment gains. This will provide resources for the Library to make much-needed improvements that Abby has requested. After discussion and clarification of items, Joan made a motion to accept the changes, Cathy second, the motion passed.

**Development:** Betsy congratulated everyone for a great job this fiscal year. She clarified that we were only \$1500 short of our aggressive goal for the year. The Development Committee is looking for someone to chair the Tables event this year.

**Building Committee:** Larry investigated what looked like a roof leak, but turned out to be an air conditioning issue. Water was in the ceiling and in a couple of lights. Larry fixed the air conditioner, no cost to the Library. Thank you Larry! Betsy asked about annual service contracts. Abby replied the Library has some limited annual service agreements in place, but much of our equipment (air conditioners included) are beyond service years and are not able to be covered.

**Scorecard Report:** Tabled for next meeting.

**New Business:** Doris presented the Green Mountain Power “Fill the Cupboard Challenge” for the Library to be involved with in September. Abby suggested we incentivize the community to bring in a can or non-perishable item to get 25 cents off their current fines. Motion was made to do this program in September made by Sherri, second by Heather. Motion passed.

**Adjournment:** Meeting was adjourned at 7:42 pm. Motion Betsy, Second Heather.

**Next meeting:** September 16<sup>th</sup>, 2015