

**Rutland Free Library Board of Trustees
May 20, 2015, Draft Minutes**

Called into session 5:25 PM

Attending: Mike Brochu (presiding), Heather Cooper, Randal Smathers (acting secretary), Larry Courcelle, Cathy Reynolds, Doris Farenkopf, Abby Noland, Joan Gamble, Liz DiMarco Weinmann, Betsy Reddy, Kay Jones.

Absent: Pat Hunter, Scott McCalla.

Additions to agenda: None.

Review of minutes:

Add adjournment at 7 PM following executive session Larry moved, / Cathy seconded.

April minutes adopted as amended. Moved Joan / seconded Cathy.

Financials:

Report presented by Cathy. Committee to meet w/ auditor & report in detail on financials next meeting.

Director / AD report:

In addition to written reports, Abby noted that statistics are going up. Request made to present stats in graph format. Randal reported computers are aging. There may be donated computers available in the community.

Executive Committee:

Report presented by Michael. He & Abby met Mayor Louras to discuss building issues / potential for lease.

Potential new trustees:

Mike reported.

Mary Wasserman has agreed to join the Board and has been given orientation. Joan moved acceptance of nomination; second by Heather. Adopted unanimously.

Jude Endrizal Louras has agreed to join the Board and needs orientation.

Policy & Planning Committee to clarify procedure for nominating potential Board members;

Executive Committee to ask Policy & Planning to review the bylaws of the Library Association.

Secretary of Board position open.

Personnel:

Joan / Heather reported. Meeting held with union representatives. Two further meetings scheduled.

Finance Committee:

Cathy reported. Looking at investments; audit costs & library bylaws requirements for auditing.

Meeting upcoming w/ auditor Jim Reynolds.

Development Committee:

Betsy reported. Next meeting (Tuesday, May 26) will have final accounting on mini-golf.

Second letter for annual appeal went out last week. Suggested rewording of Development responsibilities on list from Board packet.

Building Committee:

Larry reported. Meeting of committee as a whole is scheduled for 4 PM, May 26. Have had ad-hoc meetings to address immediate issues by subcommittee comprising Larry, Ron, Cathy, Abby & Mike. Third set of meetings on design / repair led by Abby & Alvin Figiel. Discussion of how building work ties into the rest of the Board's work, including strategic planning and finances. Cathy encouraged Board members to participate now at committee level.
Added hot air hand dryers in public restrooms, hip roofs for building.

Policy & Planning Committee:

Joan discussed Balanced Scorecard, seeking to move consensus on building enhancements forward from December to July. First bullet point to be broken into two pieces. Balance Scorecard approval set for May 2015 (Policy & Planning). Gain consensus of full board on strategic goals by September 2015 (Policy & Planning).
Develop staff-board consensus on long-term vision for the building by July 2015 (Building Committee).
Joan moved Balanced scorecard as presented
Cathy second.
Accepted as amended.

Old Business:

Doris to move on digitizing Mill River yearbooks w/ Historical Society as an individual (ie, not a Board) project.

New Business:

None.

Communication:

None.

Motion to adjourn:

Cathy moved / Joan seconded. Adjourned 7:15 PM