

Rutland Free Library Board of Trustees

Draft minutes

April 20, 2016; meeting called to order at 5:15 PM.

Attending: Mike Brochu (presiding), Betsy Bloomer, Anita Duch, Sherri Durgin-Campbell, Doris Farenkopf, Joan Gamble, Kay Jones, Jude Endrizal, Betsy Reddy, Cathy Reynolds, Randal Smathers (secretary); absent: Rachel Alexander, Heather Cooper, Liz DiMarco Weinmann, Abby Noland.

Acceptance of March 2016 minutes (with minor amendments): Moved by Joan, seconded Sherri. Passed

Acceptance of financials presented by Cathy: Discussion of inventory timeline and whether a grant is possible to defray costs; cost of fuel oil; Policy & Planning to discuss director's discretion w/in bottom line budget vs. a set spending limit for any given purchase, budgeted or not; donations for Library Week / mobile phone donations #fundraising. Moved by Kay, seconded Jude. Passed

Director / Assistant director reports; presented by Randal

- Planning for Tables of Content dominated the month; inventory has begun; Vermont Arts Council facilities grant application nearly done; RFL chosen for "Hannaford Helps" reusable bag program for May; \$1 for every reusable bag sold at Rutland Town Hannaford in May.
- Dr. Daniel Foley presented the library with an Eva Makk print, "Sweeping Motion," as an unencumbered donation.
- Deb Higgins and Janet Clapp have been working with West Rutland Library as the newest member of the Catamount consortium; Janet and June Osowski have been meeting with the consortium cataloging group.
- Volunteers are getting honey in recognition of April as National Volunteer Month.
- The new website is up for a soft launch. Randal, Janet, Abby and Karen McDonnell are the website committee.

Committee reports:

Executive – Mike presented. Stephanie Romeo is nominated as a new Trustee. Moved Joan, second Jude. Passed. Still seeking one Rutland Town trustee. Sherri has agreed to be the secretary.

Personnel – Did not meet.

Finance – Cathy presented.

- Finance is requesting up to \$14K from Moors & Cabot account as a grant match to renovate the lobby restrooms. Cathy moved, Anita seconded. Passed. NBF Architects did the floorplans; Giancola Construction did the initial estimate.
- The committee is interviewing accounting firms and rebidding the insurance. We will have separate accountants and auditors for the next general audit. Theresa Clarke has been very helpful.

- Cathy and Theresa met with Bob Pratt about the Trust: The antiques cannot be sold but they can be loaned out; the Trust can be used for computer materials.

Development – Betsy Reddy presented

Have been working on Tables of Content & cultivation event at Michael Arnowitt First Wednesday; thanks to all who contributed. The next cultivation event should include staff as an opportunity to get to know them better. We do have access to Vermont Community Foundation program for planned giving.

Annual campaign – The second letter will go out the first week of May; there will be phone followup; the where and when were discussed with an initial target date of May 19.

Building – Sherri presented

Committee doing a review of the architect's plans / building needs. Got a quote on ADA bathroom renovation; Cathy reported we have had Giancola do this work repeatedly & it would be nice to get it done this time. Air conditioner in the Vt. Room has died and we are seeking a quote to replace it. Might be a possibility to get Adirondack chairs for outside the building through a community program.

Old business – Committee assignments reviewed & contact info updated w/ new board member.

New business – none.

President's comments – Mike thanked the board members for their hard work (for the record, Mike also brought cookies & chocolates).

Adjournment moved 6:40 PM by Sherri, seconded Betsy B. Passed

Next Board meeting May 18, 2016, 5:15 PM in the Fox Room

/rbs