

Rutland Free Library Board of Trustees
September 16th, 2015,

Called into session 5:15 PM

Attending: Larry Courcelle, Doris Farenkopf, Joan Gamble (Vice President – Presiding), Pat Hunter, Betsy Ide, Kay Jones, Scott McCalla (Secretary), Betsy Reddy, Liz DiMarco Weinmann, Abby Noland, Randal Smathers.

Absent: Mike Brochu (President), Heather Cooper, Sherri Durgin-Campbell, Cathy Reynolds (Treasurer)

New Board Member: Betsy Ide, previously accepted to the Board of Trustees in August, was introduced to the Board.

August 19th Minutes: Joan made one change to the minutes, under Personnel Committee, second line – change the word “salary” to “wage”. Betsy made a motion to accept Minutes with change, Pat second, August Minutes were approved with change.

Director and Assistant Director Updates: Monthly statistics and activity reports were sent via email. Abby reported that the Friends of the Library gave \$1700 towards the First Wednesdays Program, which RFL and 8 other libraries participate in around the state. Abby also reported on the volunteer program, which is making a difference in the library and the community. The Food For Fines program has begun.

Score Card September: 4 items for September: 1) Circulation/Technology Plan – Randal reported this being in process. Working on replacing RFID outdated system with new system. Randal investigating options. 2) Increase Volunteer Assistance – Done. 3) Complete library inventory – in process, but being held up by technology hurdles (see #1). 4) Gain consensus for Strategic Plan Goals – discussing at Board/Staff Retreat on September 28th from 4pm to 8pm at the Heritage Family Credit Union. One previous scorecard item – The RFL Marketing Plan has been completed and submitted to the Development Committee for review.

Mayor Visit: Mike and Abby visited the Mayor to discuss the building and other subjects. Meeting was cut short by unrelated issues. We have a new buildings person which the Mayor will put in contact with us. Abby meets with the Mayor quarterly.

Executive Committee: Joan reported that the Committee Assignments have been reviewed, and a new list will be distributed to everyone. Joan distributed updated Bylaws for discussion and approval. Pat asked about attendance procedures, which can be addressed separate to the Bylaws. Doris asked about membership cards for the RFL Organization, which was tabled for discussion after the Annual Meeting. Presently a list is kept up to date so those who are eligible to vote at the Annual Meeting can be identified. Motion was made to accept Bylaws with changes by Scott, Second by Kay, and motion was passed. Mary Wasserman, Board Trustee from Rutland Town, stepped down in September. Board is now looking for 2 people from Rutland Town to fill Board vacancies.

Personnel Committee: Joan reported that Union did not approve the job description change process the Board previously approved. The Board will need to negotiate any changes. Union has approved in concept the MOU for the Fiscal Officer and Circulation Clerk positions.

Finance Committee: Financials were reviewed at this time. Scott reported that a few line items for software and materials may be higher than the 12 month rolling average due to library subscriptions that are payable in the beginning of the fiscal year. This is normal. Investments took a hit in September. Betsy R moved to accept financials, Second Larry, financials were accepted.

Development: Betsy R reported that Maureen White will Co-Chair Tables of Content this year. Speaking with Trish Heubner to help. 1st meeting planned for late September/early October. The Annual Appeal is scheduled to be sent out before the end of September. Next Development Meeting is September 22nd at 4:30pm.

Old Business: Larry suggested a quick (5 minute) presentation to the Board of Alderman of the state of the library. Abby is visiting Rutland Town next week for a meeting.

Executive Session: An Executive Session was called at 6:10 PM (Motion Doris, Second Larry) to discuss Director Abby Noland’s 1 year review. Board came out of Executive Session and adjourned Board Meeting at 7:20 PM (Motion Betsy I, Second Pat).

Adjournment: Meeting was adjourned at 7:20 PM.

Next meeting: October 21st, 2015 - Annual Meeting