

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

February 17, 2016 5:25 pm

Attending: Rachel Alexander_X_; Mike Brochu_X; Betsy Bloomer_A_; Heather Cooper_X_; Sherri Durgin-Campbell_A_; Doris Farenkopf_X_; Joan Gamble_X_; Kay Jones_X_; Jude Endrizal_X_; Betsy Reddy_X_; Cathy Reynolds_X_; Anita Duch_A; Liz DiMarco Weinmann_A_; Abby Noland_X_; Randal Smathers_X_(X is present, A is absent)

Agenda Addition(s): Mike announced Scott McCalla has resigned position on the Board and we are seeking a secretary. One Rutland Town and one Rutland City position open.

Acceptance of January 20, 2015 Minutes: Motion/Second – Cathy / Heather. Motion passed (<http://rutlandfree.org>).

Acceptance of Financials: Presented by Cathy. PL/ income shortfall is timing of check arriving. Balance 1560 Fox Programs & materials VCF fund shows investment of overages check. Low oil prices helping that line item. Cathy to confirm source of miscellaneous income 4540. Motion/Second – Joan / Kay. Motion passed.

Director & Assistant Director Updates:

Monthly Statistics: (sent in email)

Monthly Activity Reports: (sent in email)

Abby: Snapshot program for Vt. Libraries in April to raise profile at Statehouse. Met w/ RCPS director of buildings about potential lease. Staff day upcoming. Letters to editor would be helpful. Discussion of updating childrens' space.

Possibility of hiring collection agency to pursue outstanding debt ... discussion to go through Policy & Planning.

Randal: Website on schedule for March 1 beta. Young Writers Project videoconferencing author event went well; June helped generate turnout which was second-highest in state (after Montpelier, where the event originated). Introduction of computer budget. Randal will check on possibility of grant for ADA compatible computer.

Committee Reports and Actions:

Executive: Mike presented: Thanks for petition/voting; MOU for lease in works; seeking Rutland Town trustee ... a couple of possibilities on the table.

Finance: Presented by Cathy: Fox Fund meeting; year end financials & tax info received from accountant. Due diligence underway ... RFP expected for accounting forms. Looking for advice from estate attorney for \$100K in antiques. Will report back.

Development:

Presented by Betsy: Annual Campaign roughly \$13K collected. \$6K behind last year. Recommends phonathon to reach out to former donors who have not yet contributed this year. Doris: Can we personalize thank yous.

Tables of Content: 15 authors! Seeking \$17K in sponsorship commitments. Next meeting Weds. 8:30 AM. PR in Rutland Reader.

Cultivation event. Weds. April 6 reception in Fox Room. Bartending course available online to allow us to serve wine.

Building: Presented by Doris. Going ahead w/ floor.

Policy & Planning:

Presented by Joan: Each committee needs action plans for objectives under Strategic Plan. Will also review scorecard and developing new one. Borrowing policy put off one month.

Personnel: Motion to go into executive session to discuss personnel matter. Moved Heather / second Joan. Passed.

Motion to leave executive session. Moved Cathy / second Joan. Passed.

Motion to approve Joint Performance Improvements plan as corrected (use collaborate instead of corroborate). Moved Joan / second Cathy. Passed.

Motion to authorize Personnel Committee to execute a memorandum of understanding with union re. HRA employee buyout. Moved Cathy / second Joan. Passed.

Old Business:

New Business:

Public Comment:

President's Comments:

Adjournment:

Moved Cathy / second Kay. Meeting adjourned 6:50 PM.

Next Board Meeting March 16, 2016