

**Rutland Free Library Board of Trustees**  
**January 20th, 2016, Minutes**

**Called into session 5:15 PM**

**Attending:** Rachel Alexander, Betsy Bloomer, Heather Cooper, Sherri Durgin-Campbell, Anita Duch, Jude Endrizal, Joan Gamble (Vice President), Kay Jones, Scott McCalla (Secretary), Betsy Reddy, Cathy Reynolds (Treasurer), Liz DiMarco Weinmann, Abby Noland, Randal Smathers.

**Absent:** Mike Brochu (President), Doris Farenkopf

**December 16th Minutes:** Two changes to the minutes. December 16<sup>th</sup> meeting was called to order at 5:18pm (not 6:18pm). Under “Director’s Report”, changed 2<sup>nd</sup> word from “send” to “sent.” Motion made to accept minutes with noted changes by Cathy. Seconded by Kay. Motion passed.

**Financials:** Cathy gave a short summary of the financials and explained that we received a \$41,502 check in December from the Nella Grimm Fox Fund. This is a check we typically receive from the Fox Fund in November, but it was late this year, and we never know what the amount will be until Bank of America approves and announces it. Cathy brought the recommendation to allocate \$1,000 of the check to “master class” programming and \$1,000 to the summer reading program, at Abby’s request. The balance is to go to the RFL Vermont Community Foundation (VCF) fund set up last year for these types of restricted funds. Cathy also answered general questions about the accrued sick leave and the checking account. Sherri made a motion to accept the financials, seconded by Liz, the motion passed.

**Director’s Report:** Abby send the Monthly Statistics and Monthly Activity Report in previous emails. The ballot signatures were gathered for the new computers, and the ballot was accepted by Rutland City. It will go to vote on March 1<sup>st</sup>. Special thanks to the Staff, Trustees, Friends of the Library, everyone who helped out, and especially Donna Louiselle and Mary Mellow for their efforts. Abby met with the mayor and will be working with the new Rutland City Schools facilities director, Michael Derevjanik, to start figuring out responsibilities and discussing important building issues. Board suggested having a Building Committee representative available, and that will be coordinated with Sherri. Another art installation has been made available by Bill Ramage from Castleton University in the Children’s Area. Randal Smathers has officially received his MLS degree!

**Assistant Director’s Report:** Randal is putting together a writer’s workshop for kids. He has also put together a small grant with the VCF, and hopes to hear back on that in March. The library has also receive \$500 from the Rotary South to help with computers. The library has scripts to do short spots and interviews on PEG-TV to promote the library. Please see Randal if you are interested. Randal will be sending talking points to Board Members on ballot initiative by email. The Marketing for the ballot initiative is going out by Facebook, website, and email.

**Executive Committee:** Cathy reported that the committee discussed the signatures for the ballot and followed up with Abby on the subject. Abby had it well under control.

**Personnel Committee:** Heather reported they are working on follow up to Abby’s review. Will finish up and bring to board in February. Personnel Committee plans to start meeting monthly.

**Finance Committee:** Cathy reported the committee discussed financials, and is working on strategic plan goals and objectives.

**Development Committee:** Betsy Reddy reported the Annual Campaign has raised \$13,150 from 125 donors. The total for 2015 was \$19,419.80 from 168 donors, so we still have a ways to go. We have 71% board participation in the Annual Campaign so far. Betsy R. also reported on Tables of Content. There are 12 authors committed, looking for 2 more. Betsy R is sending the list\*. They are working on sponsors for the event. Two years ago, they raised \$26K in sponsorships, four years ago it was \$30K. The committee is working on two cultivating events, PEG-TV segments (need volunteers), and other promotions. They plan to invite the Young Professionals Group. Joan suggested having a Phone-a-Thon to get the word out and raise support. Betsy R. had not received positive interest in that in the past, but she will be following up on donors by phone.

**Building Committee:** Sherri reported that they reviewed the bid from Carpet Warehouse and received 3 out of the 4 additional bids that they requested. All 3 bids were significantly higher than Carpet Warehouse. Sherri also reported that the building committee is working on short term goals – tile, children’s area, and safety/security issues (cameras). The plan right now for the tile is to do area around the desk first, and then pull wire and put tile down under/behind the desk when the desk can be moved. The committee would greatly benefit from a grant writer. There is a facilities grant that they would like to target for the bathrooms/ADA compliance. Abby

reached out to Anne Lezak, who was not available to do this, but they are trying to work on a way to share a grant writer. Betsy R. recommended getting started building relationships to help with the grant process. Sherri reported that the committee will now start to focus on long term plans.

**Policy & Planning/Strategic Plan:** Joan reported they are consolidating items for the Strategic Plan to bring back to the Board. Rachel reported the focus is on prioritizing library policies. The committee's highest policy priorities are document retention, electronic resource and grants resolution. Also need a new policy to recoup fines and materials. May not be necessary to have a separate "relationship with schools" policy. Grant writing is a major need.

**Adjournment:** Heather made a motion to adjourn the meeting. Seconded by Betsy Bloomer. **Meeting was adjourned at 6:32 PM.**

**Next meeting:** Wednesday February 17<sup>th</sup>, 2016 at 5:15pm.

\*Jeffrey Amestoy (*Slavish Shores*)  
Alison Bechdel (*Fun Home*)  
Amy Belding Brown (*Flight of the Sparrow*)  
Rachael Carter (*So Close to You*)  
Kenneth Davis (history genre)  
Jim Douglas (*The Vermont Way*)  
Stephen Kiernan (*The Hummingbird*)  
Kim Korson (*I Don't Have a Happy Place*)  
David Macauley (*The Way Things Work: Zoo Break!*)  
Archer Mayor (*Proof Positive*)  
Ellen Ecker Ogden (*Vermont Country Store Cookbook*)  
Ron Powers (biography genre)  
Alexander Wolff (*The Audacity of Hoop: Basketball in the Age of Obama*)