

Rutland Free Library Board of Trustees
July 15th, 2015, Draft Minutes

Called into session 5:30 PM

Attending: Mike Brochu (presiding), Heather Cooper, Larry Courcelle, Doris Farenkopf, Joan Gamble, Pat Hunter, Scott McCalla (Secretary), Cathy Reynolds, Mary Wasserman, Liz DiMarco Weinmann, Abby Noland, Randal Smathers

Absent: Kay Jones, Betsy Reddy

Additions to Agenda: None.

Review of Minutes: Under Financials Section, changed “Finance committee with recommendations” to “Finance Committee will make recommendations for bylaw changes for third pass review”. June 17th, 2015 Minutes accepted as amended. Motion: Joan. Second: Cathy.

Financials: There were no financials presented at this meeting due to fiscal year end close being in progress. The fiscal year-end financials and first month of the new fiscal year are expected at the August meeting.

Strategic Plan Exercise: Board Members and Library Staff were asked to watch two videos –a Ted Talk and a tour of a modern library in Colorado – and were asked to write short idea statements on post-it notes. Pens and notes were kept consistent, with library Staff using a different style of post-it note. Notes will later be analyzed and results shared with the Board. Tentative date for Library Retreat has been scheduled for Monday, September 28th, from 4pm to 8pm.

Director and Assistant Director Updates: Monthly statistics and activity reports were sent via email with graphs showing progress. It was noted that in previous survey information that was sent out, the information should have been summarized without name identifiers **by the survey company**.

Score Card July: **Clarification regarding the score card was discussed process.** Scott volunteered to try to provide clarification for next meeting. In regards to July items: (a) The changes to the Lawrence Trust and the new VCF fund are two identified methods to increase library funding, (b) Marketing Plan is in progress, and should be done by the August Meeting, and (c) Consensus of Board on Strategic Goals/Balanced Scorecard is in progress, being discussed, and is expected to be completed in October.

Executive Committee: Reviewed possible bylaw changes to discuss in August and to have ready to present and vote on at October Annual Meeting. Updated process to bring on new members. Committee is speaking with three candidates at this time.

Personnel Committee: Signed union contract.

Finance Committee: IRS waived \$4400 fine that was previously reported in June 17th 2015 minutes. **Discussion of fiscal oversight was presented. Committee having third party to go over year end numbers – getting costs for that now. Library will now manage Lawrence Trust directly to save costs. Finance Committee is currently investigating best investment vehicle.** Ogden Trust is being investigated. Initial report indicates that Library’s outstanding fees and unreturned assets are +/- \$156K. Investigation as to accuracy, fines vs assets, and other details in progress. Abby suggested possibly using a credit collection agency for larger debts, which will be discussed at a future date when more information is available.

Development: Total from Annual Appeal was \$25,502, which was short of \$30K goal, but significantly higher than last year.

Building Committee: Waiting for guidance as how to proceed.

Secretary of the Board: Scott McCalla was nominated to be the new Secretary of the Rutland Free Library Board of Trustees. Motion Pat, Second Cathy. Motion approved.

Adjournment: Meeting was adjourned at 6:48pm. Motion Pat, Second Cathy.

Next meeting: August 19th, 2015. 5:15pm