

Rutland Free Library Board of Trustees
June 17th, 2015 Minutes

Called into session 5:30 PM

Attending: Mike Brochu (presiding), Larry Courcelle, Doris Farenkopf, Joan Gamble, Pat Hunter, Kay Jones, Scott McCalla (acting secretary), Betsy Reddy, Cathy Reynolds, Mary Wasserman, Abby Noland

Absent: Heather Cooper, Liz DiMarco Weinmann, Randal Smathers

Additions to Agenda: 1) Policy and Planning Exercise – Joan led exercise of brainstorming library hopes and fears. Further analysis and discussion in future meetings. 2) Finance – Lawrence Trust discussion. See finance committee report.

Welcome New Trustee: The Trustees welcomed Mary Wasserman to the Board of Trustees.

Review of Minutes: Under “Finance Committee”, replaced “statutory requirements” with “library bylaw requirements” in regard to auditing. May 20th Minutes adopted as amended. Motion Cathy, Second Doris.

Financials: Presented by Cathy. Discussed new fund with VCF that was previously approved. \$4400 fine from IRS due to changes/attrition and communication issues filing a form on time. We are appealing penalty. Over-budget on legal and audit due to higher than expected auditing process, much related to not having a current inventory. Finance committee will make recommendations for by law changes regarding third party financial review. Financials accepted. Motion Pat, second Cathy.

Director and AD Update: Abby provided data and graphs showing a doubling of program attendance and offerings in 2015. Circulation 2015 looks on par with 2014, and visits to the library are expected to have increased in 2015. Additional reports provided.

Executive Committee: Joan reported committee working on bylaws draft, will submit to committee chairs to review details by next meeting, to be approved by full Board in August, and to be fully approved at October Annual Meeting. Executive committee also needs any committee changes in July.

Personnel Committee: New contract finalized with Union – 3 years commencing July 1st, 2015. The Board entered Executive Session at 6:25pm – Motion Pat, Second Kay. The Board ended Executive Session at 6:40pm – Motion Betsy, Second Cathy. Board voted to approve Union Contract. Motion Betsy, second Kay. Motion carried, contract approved.

Development Committee: \$24,490 received via Annual Appeal. Close to meeting annual goals.

Building Committee: Presented plan, about \$1.2 million to complete all projects. Developing process with Policy and Planning Committee to decide next step(s).

Policy & Planning Committee: Next month, another exercise for analysis and strategy/mission/vision/goals.

Finance Committee: Discussed Lawrence Trust, made motion to convert trust from Berkshire Bank to Rutland Free Library as Trustee and convert Trust to a UniTrust, with assistance of attorney. Motion Cathy, second Joan. Voted and approved by Board. Will notify Berkshire Bank. Committee considering options and strategies for Hulett Trust and Moors and Cabot Funds, will report at next meeting.

Adjournment: Meeting was adjourned at 6:58pm. Motion Cathy, Second Pat.