

## **Rutland Free Library Board of Trustees**

### **Minutes June 15, 2016; meeting called to order at 5:15 PM**

Attending: Joan Gamble, Betsy Bloomer, Anita Duch, Doris Farenkopf, Betsy Reddy, Jude Endrizal, Heather Cooper, Stephanie Romeo, Sherri Durgin-Campbell, Rachel Alexander, Abby Noland, Mike Brochu, Cathy Reynolds, Randal Smathers. Absent Anita Duch, Kay Jones. Acceptance of the May 2016 Minutes with a correction. Healthier to Heather. Joan proposed Second Rachel Seconded. Passed unanimously

Director and Assistant Director Reports presented by Abby.

### **Directors Report presented by Abby**

New microfilm reader is here and almost ready to use. New subflooring is down and Abby requested the board members look up on the mezzanine because kids are already doing the Summer Reading.

Staff Day focused on health and safety and how the library can service new Syrian neighbors. Inventory project update. Started on Adult nonfiction. Staff sorted and now they have found 3,000 missing or lost items that were not actual books but a computer glitch from transferring from the old system to current system.

Randal worked on the DVD collection and it is done. Ultimately, we will know what we have and the catalog will be up to date. This is a priority of the Strategic Plan.

### **Assistant Director's Report by Randal**

Reader came in \$3,500 under budget. We found an older model that is very accurate. IRS link is installed. The IRS is closing its office on Route 4 in Mendon and the link will allow patrons with questions to contact the IRS at the library. Half of the computers that we are keeping are updated and new ones are on order.

Joan asked for additional clarification on the process.

### **Executive Committee Report**

A new potential trustee, Hurley Cavacas, was interviewed by Mike and Sherri about 3 weeks ago. They found him to be a good candidate. 12 Years on Rutland City school board. Teaches accounting at Castleton and Champlain Colleges and has a tax preparation family business.

Joan proposed Hurley as a trustee and Doris seconded. Passed unanimously. We are still looking for Rutland Town member. Joan is trying to contact a potential member.

Corrections on committee assignment needs. Stephanie will work with Development, Hurley to Finance.

### **Personnel Committee**

The HRA issue discussed last month was presented to union representatives and the draft MOU was presented. They are still waiting for a response. Abby's performance improvement plan was worked on.

### **Finance:**

Discussion regarding hiring new accounting firm; Cathy reviewed the bids from 3 firms who were interviewed. We budgeted \$5000 for this year and \$3500 for next year. The \$3500 figure was too low. This will have to be adjusted for next year. The lowest bidder was Michael

Bandler. Estimate was \$4,550. References are excellent. He is a Quick Books expert. Theresa liked working with him. Cathy proposed we hired Michel Bandler for the Accounting firm. Joan seconded. Passed. Abby will handle notification of the Accounting firms.

### **Policy and Planning.**

Delegation of Authority policy needs to be reviewed. Abby will give Joan the information needed to present to policy and planning. Will look at the whole policy at the full meeting next month.

### **Development**

Total so far is \$21,271. Since the May Appeal went out \$2,000 more. They are considering the possibility of inviting higher donors to a function and asking them to bring a guest. Conversation about planned giving initiatives. Will send out a master list of people who haven't responded. Presentation of two potential donor software programs will be done at the next meeting. Betsy asked if there was a board member who wanted to be a liaison to Refugee resettlement. Discussion regarding an informational display regarding the Refugee Resettlement program is looking for a location for display. Jude volunteered to be the liaison and to see about having the library host the display in the lobby.

### **Building**

The committee announced the receipt of a grant from Vermont Community Foundation in the amount of \$5,000 to help pay for the new subfloor and flooring. The grant from the Vermont Arts Foundation will be determined in August. The committee discussed concerns regarding weatherization of the entrance doors leading to Court Street and Washington Street. Betsy will see if Green Mountain Power can help with this. There was an announcement of a Trial program of adding additional seating in the lobby area to see if this addition would be utilized by patrons enough to justify adding additional permanent seating. Betsy will also check on the availability of grants to pay for adding Charging Station benches outside the library.

Old Business None

New Business. None

Heather moved to adjourn Betsy seconded. Motion passed.