

Rutland Free Library Board of Trustees

Draft Minutes

May 18, 2016; meeting called to order at 5:15 PM

Attending: Joan Gamble (presiding), Betsy Reddy, Betsy Bloomer, Anita Duch, Doris Farenkopf, Jude Endrizal, Heather Cooper, Stephanie Romeo, Sherri Durgin-Campbell (secretary), Rachel Alexander, Abby Noland. Absent: Mike Brochu, Cathy Reynolds, Randal Smathers

We welcomed Stephanie Romeo as a new member.

Acceptance of the April 2016 minutes as written: Moved by Betsy Bloomer, seconded by Doris, Passed.

Addition to agenda of an executive session for a personnel matter.

Two staff members introduced themselves and talked about their duties and interests.

Gretchen Nichols talked about the Interlibrary service, curation of magazines and periodicals collection, the Museum Pass Program, The library has five passes to the state parks, many other places also give passes for museums. They have 19 passes from 11 different sites. Deb Higgins is circulation supervisor. Loves computers. She has been with the library 42 years. She is active on the Catamount board which is a catalog system and she is a chief support to help other libraries join the system.

Director and Assistant Director Reports presented by Abby.

- Attendance continues to grow and programming is growing.
- Staff continues work on the inventory
- Submitted grant application to the Vermont Community Foundation for Urgent Request regarding the subfloor.
- Library will close May 27-31 for replacement of flooring. Change was due to concerns by the contractor that the floor should not be piecemeal. Staff will be reassigned other duties or be on vacation during the closing.
- Abby met with Laurie Stavrand who is coordinating the resettlement of Syrian refugees into Rutland. They agreed that she will book the Fox Room for various activities. The library is ordering books on Syria and refugees. Abby found a group that supplies picture books for children who are new to the country.
- Abby is contacting libraries know for best practices in refugee work for ideas regarding how the library can best assist the community and refugees.
- Donor software is outdated. Currently pay around \$1,000 for various donor management programs. Looking for newer software. Looking at several including Salsa. Salsa has an instant donation program. Has thank-you notes in bulk. Has QuickBooks. Will cost \$250 per month. Betsy advised there is a need to be able to manipulate data easily. Abby will email referral to Salsa information. Might be something the friends could do. Might have input from the Vermont Community Foundation or a grant resource. Will now go to Finance and Development.

Committee reports:

Executive Committee

The committee met and is looking at two new board members.

Personnel Committee will present in Executive Session.

Finance

Financials were reviewed. Anita presented. Last month, Cathy asked why payroll and benefits was over-budgeted. The board budgeted for 52 payrolls which is normal but this year there were more and there will be an adjustment at the end of the year. Finance committee identified items in the budget that would make up that overage and it will be covered without a problem.

Anita proposed we change to a new insurance carrier. Teresa got three quotes for directors and officers. Recommended they go through lowest bidder for a savings of \$879 and a savings on liability insurance of \$5,473. Moved that we accept two lowest bids. Sherri seconded.

Unanimous vote. Passed.

Finance interviewed accountants and recommend Michael Bandler to provide CPA services. Betsy asked for a comparison of pricing between the two firms. Referred to Finance for that information and for a proposal about how to fund the five year audit required by our by-laws.

Anita proposed that the Lawrence Trust be moved. It is with Berkshire Bank and they would like to move it to the Trust Fund of Vermont. They are conservative. Bonnie McClellan is the manager. They recommended we receive a payment monthly. Will accept us as a client even though our investment is less than their minimum of \$500,000 and offered a discount of 1 percent. Annual savings would be \$125. Move pending their board's acceptance of us. Joan asked if there are any fees with the transition. Betsy seconded the motion. Motion passed.

Abby contacted museums regarding antique furniture. Chaffee would like to borrow the Fox furniture but we will probably have to insure it.

Development

Table of Content debriefing will happen next week. Annual budget for this event was \$40,000. The event raised \$34,741 and came under budget for expenses. This leaves us about \$3,000 below the budget.

Annual appeal income now stands at \$19,200. \$30,000 was our goal. Second annual appeal letters have been sent out. Betsy will review the contact list and see if there are people we missed. Abby will provide board with a list to review of current contacts prior to next year's annual appeal.

Building Committee

Building committee did not meet. Both grants have been submitted and we are hopeful.

Policy and planning provided the quarterly review of the scorecard. There was a brief discussion of results.

Customer value, circulation increase on track. Marketing work on track for social media, newspapers. Need to improve participation for PEG TV spot.

Internal processes. Got the scorecard and strategic plan for long term vision . On track for 10 computers, new website was launched.

Plan for inventory etc. discussed. It is the purview of Abby and concerns about how long it takes was expressed.

Employees and learning: Instill processes and get adult librarian to spend more time on cataloging . Idea is to use a clerk instead. Being referred to Personnel. Offered to on staff holders and declined. Union has agreed to a clerk and signed off.

Asst. Director job description still a work in progress. . Training program around customer delight is coming . Randal is head of the volunteers.

Sample delegation of authority policy was reviewed. Finance and personnel need to review and recommend.

Old business. None

New business : None

Heather proposed we go into executive session for personnel matter and Rachel seconded. Passed. At 6:51 PM

Came back from executive session at 7:18

Heather proposed that "Based upon the non existence of the HRA that the board approved paying the employee \$250 as a good faith gesture. Motion passed.

Motion to adjourn. 7:25 PM. Passed.