

Rutland Free Library Board of Trustees October 21st, 2015, Draft Minutes

Called into session 6:18 PM

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

Absent: Betsy Bloomer

Agenda Additions and Changes: Mike added the voting of the officers for this year, and Cathy asked to table the proposed 2016/17 budget discussion from this meeting.

September 16th Minutes: Betsy Reddy made a change to the minutes – under “New Board Member”, the word “introduce” was changed to “introduced”. Joan made a change to the minutes – under “Personnel Committee”, the acronym “MOV” was changed to “MOU”, as it stands for “Memorandum of Understanding”. Betsy Reddy made a motion to accept the minutes with these changes. Seconded by Sherri. Motion passed, September Minutes were approved with changes.

Guest Observer: Mike welcomed Anita Duch, who was joining us as an observer. She is a prospective candidate to be on the Board of Trustees.

Financials: Cathy presented the Financials, and explained the process that the Finance Committee goes through with the financials each month and a brief explanation of what is currently being worked on. A motion was made to accept the Financials by Heather. Seconded by Joan. Motion passed, Financials were accepted.

Director’s Report: Abby presented her report at the Annual Meeting. Abby met with the Aldermen this previous month regarding the Proposed Budget for 2016/17. She was unable to meet with the Mayor due to his schedule. Abby and Mike have an appointment with the Mayor on November 2nd to discuss the proposed Budget for 2016/17.

Assistant Director’s Report: Randal reported that they are having problems with a computer worm in their network. It may be preventing Board Members and others from receiving emails, especially if their email address is a large organization. Randal asked if the Board of Trustees to let Randal know if they are not receiving normal correspondence from the Library. They are working on solving the issue.

Board Committee Assignments: Mike presented the updated Board Committee Assignments. Changes were made to incorporate the new Board Members, fill spots that were vacated, and to even out the number of committee assignments per person. The Board of Trustees were asked to review and to get back to the Executive Committee if there needs to be any changes.

Slate of Officers: Mike presented the slate of Officers for this year. The slate of officers were: President Mike Brochu, Vice President Joan Gamble, Secretary Scott McCalla, Treasurer Cathy Reynolds. A motion was made by Heather to accept the slate of officers. Seconded by Doris. Motion passed, the Slate of Officers was approved.

Personnel Committee: The Union has signed the MOU for the Fiscal Officer and Circulation Clerk positions.

Finance Committee: Cathy explained the budget process underway. One major point was that 72% of the budget comes from the supporting municipalities. Cathy also explained the history of the Fox Fund and our other investments. The budget is expected to be presented at the next meeting, after Mike and Abby meet with the Mayor. On Monday, October 26th, the Finance Committee will be meeting with US Trust/Bank of America for the annual Nella Grimm Fox Trust meeting.

Development Committee: Betsy Reddy explained that the Annual Appeal will be going out soon. Tables of Content is also being organized, which is our major fundraiser. The date is Friday, April 29th 2016. Maureen White has agreed to co-chair the event. Friends of the Library have been very supportive. The next Development Committee meeting is October 27th at 4PM.

Policy and Planning Committee: Joan talked about the Group of Five – Joan, Liz, Pat, Abby and Randal – who have been going over the results of the New Strategic Plan and the Retreat. The template will be created so it can be reviewed by various committees. The most important thing is for the Board and Staff to be in alignment on priorities. The Policy and Planning Committee will not be meeting on the 2nd Thursday in November, as scheduled, due to the work being done on the Strategic Plan.

Halloween Parade: Abby reported that the Library will not be doing a float for the Halloween Parade this year, but will definitely consider it next year. There are new Halloween displays and a Halloween game currently in the Library.

10 Basic Responsibilities: Mike passed out a sheet of Ten Basic Responsibilities of Nonprofit Boards for us to read. Mike emphasized two responsibilities in particular - #6 Ensure Adequate Financial Resources, and #10 Enhance the Organization's Public Standing. Mike emphasized the roles of the Development Committee and the importance of finding new ideas and new revenue streams for the Library.

Adjournment: Betsy Reddy made a motion to adjourn the meeting. Seconded by Kay. Meeting was adjourned at 7:20 PM.

Next meeting: Wednesday November 18th, 2015, at 5:15PM.