**Rutland Free Library Board of Trustees**

**December 16th, 2015, Draft Minutes**

**Called into session 6:18 PM**

**Attending:**  Rachel Alexander, Mike Brochu (President), Betsy Bloomer, Sherri Durgin-Campbell, Anita Duch, Jude Endrizal, Doris Farenkopf, Scott McCalla (Secretary), Betsy Reddy, Cathy Reynolds (Treasurer), Liz DiMarco Weinmann, Abby Noland, Randal Smathers.

**Absent:** Heather Cooper, Joan Gamble (Vice President), Kay Jones

**Agenda Additions and Changes**: Anita Duch was introduced to the Board of Trustees.

**November 18th Minutes:** Motion was made by Doris to accept the November 18th minutes. Seconded by Cathy. Motion passed.

**Financials:** Cathy gave a short summary of the financials. A question was asked by Betsy Bloomer regarding sick leave payable on the balance sheet, which was explained by Cathy and Mike. A motion was made by Sherri to accept the financials, seconded by Cathy. Motion passed.

**Director’s Report:** Abby send the Monthly Statistics and Monthly Activity Report in previous emails. An updated Committee List was passed out to the Board. Abby spoke about the new art display in the Fox Room by Bill Ramage. Abby distributed the new Rutland City ballot initiative and sheets to collect signatures. The Library does not need to do a petition for Rutland Town – the Library just needs to present the amount they are asking for in the budget, and it will be voted on at Town Meeting.

**Assistant Director’s Report:** The Library homepage has been down due to server issues. A new temporary web site has been created and is currently up, and patrons can access the catalog from it. The new permanent website is expected in mid-January. Randal Smathers received a 4.0 in his final class for his MLS degree, and will graduate soon. Congratulations Randal!

**Executive Committee:** The Executive Committee is looking for another Rutland Town Representative to the Board. The signed petitions for the additional funds for the Library computers is due January 14th.

**Personnel Committee:** The Personnel Committee has asked Abby for specific information from her 1 year evaluation, which Abby is addressing.

**Finance Committee:** There was a question asked about the Library pensions, which Cathy addressed. Pensions go up in a 5-year step, and the pension amount in the financials was incorrect, and has now been fixed. This had no impact on the bottom line. Cathy also explained how Friends of the Library line item is tracked and will be clarified in the future. The Finance Committee is working on scorecard goals.

**Development Committee:** Betsy Reddy reported the Annual Campaign went out on Friday/Monday to 425 +/- people. So far, $5,120 has been received, which includes 57% participation from the Board. 9 out of 14 authors have been committed for Tables of Content. The event needs business sponsors to support event, with $2,000 being the top level. Information is now available to send to potential sponsors.

**Building Committee:** Sherri reported that the Building Committee is working on short and long term goals. The most immediate issue is the floor tiles on the 1st floor. The Library has a quote from April, which Sherri will work to get an update quote and best price. Cathy reported that the Finance Committee recommends the use of unrestricted funds to replace the floor for approximately $16,500, not to exceed $17,000, and made a motion for this money to fund the project. Seconded by Betsy B. The motion was approved. Sherri will report back her findings. The library will likely need to be closed for a few days to get the repairs done.

**Policy & Planning/Strategic Plan:** Rachel presented the Draft Strategic Plan to the Board, and explained the importance for the Trustees to go through it in detail. Edits were made to the Draft Strategic Plan by the Board, which will be updated and distributed by email. Committees have been asked to create a list of action items and milestones, and send to the Policy and Planning Committee for the March Board Meeting. Scott distributed an idea for a Scorecard format to discuss at a later date.

**Adjournment:** Rachel made a motion to adjourn the meeting. Seconded by Betsy Reddy. Meeting was adjourned at 7:00 PM.

**Next meeting:** Wednesday January 20th, 2016, at 5:15pm.