

**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**  
**February 15, 2017 Meeting Minutes**

Attending: Rachel Alexander, Betsy Bloomer, Heather Cooper, Anita Duch, Doris Farenkopf, Joan Gamble, Kay Jones, Jude Endrizal, Betsy Reddy, Cathy Reynolds, Stephanie Romeo, Abby Noland, Randal Smathers. Absent: Hurley Cavacus, Sherri Durgin-Campbell

The meeting was called to order at 5:06 p.m.

Added to the Agenda was Executive Session at the end of the meeting.

Changes to the January 2017 Minutes:

Monthly Financials should read: Financials were discussed. Cathy advises that Finance meet with the Fiscal Officer monthly. Motion by Heather to accept the Financials; seconded by Anita; passed unanimously.

Development Committee Report should read: Annual Fund has raised \$17,929 to date. Board participation is 69% so far. Need more Board members on the Mini-Golf Committee. Next meeting is Thursday, Feb. 16 at 4PM. Handed out Sponsor prospect list.

Policy and Planning Report should read: Library Card policy had no provision for Owners of resident businesses. Motion by Doris to add this category; seconded by Cathy; passed unanimously. 2<sup>nd</sup> Paragraph, 3<sup>rd</sup> sentence: New 2017 Scorecard draft was presented and requested that each Committee review. (delete rest of sentence)

January 2017 Minutes passed as amended.

Financials were discussed. Future reports will reflect separate income and expenses for Restricted and Unrestricted Funds. Line item #5130/Health Insurance is over budget; Line item #5244/Membership for Digital Database is over budget and will be checked for possible error. Motion by Rachel to accept the Financials; seconded by Kay; passed unanimously.

Director/Asst. Director Reports:

Monthly statistics were distributed electronically prior to the meeting. Abby thanked the Board for their attendance at Monday's "I Love Our Library" kickoff. She handed out a grid reflecting possible revenue increases and expense reductions for 2017-18, to be reviewed by the Finance Committee at its next meeting. Randal thanked the Futures Committee for organizing Monday's event. There has been a big increase in social media exposure and engagement since the event and photo postings. He encouraged everyone to "like" and invite friends to "like" the Library's facebook page.

Executive:

Heather reported that the legal opinion establishing that we are in full compliance with the spending rules of the Fox Fund is near completion. She hopes to attend the 2/21/17 Aldermen's meeting to

share this news; Jude will attend also. An article or Letter to the Editor will be submitted to the Rutland Herald.

#### Personnel:

The Committee did not have any additions to the 2017 Scorecard. They are reviewing retirement incentives and possible cost savings through short-term disability versus sick leave and investigating CTO (Combined Time Off) plans that are used by some employers.

#### Finance:

Cathy made a motion to adopt the following resolution: That the Board of Trustees authorize the Fiscal Officer to open a \$30,000 line of credit to meet payroll if cash flow is insufficient; prior to accessing the line of credit, Fiscal Officer will notify Executive Director, who will notify Executive Committee.

“Friendly Amendment”: The Fiscal Officer and the Finance Committee will determine the financial institution. Seconded by Joan, passed unanimously.

#### Development:

Betsy R. reported the Annual Fund has raised \$21,427 (compared to <\$14,000 at this time last year) with 69% Board participation. Our goal is 100% participation by the March Board meeting. The Mini-Golf Committee mailed 50 Sponsor letters to area businesses last week. FOL is on board as the main event Sponsor at \$1,500; RRMC is the 1<sup>st</sup> business to respond as a Sponsor. Betsy invited more Board members to join the Committee; also need volunteer to oversee Fox Room activities. Kay will contact former Board member Maryann Black to see if she is willing to do this. Suggestions for volunteers for set-up, break-down and room theme decorating were Key Club, Honor Society, CSJ students. The Mini-Golf Committee meets tomorrow at 4:00 p.m.

As a follow-up to Monday’s kickoff, we will mail a 2<sup>nd</sup> round of appeal letters next week. Abby will provide an alphabetical master list of the November 2016 appeal recipients and names provided by Board members. Betsy R., Betsy B., Doris and Rachel will meet at the Library on 2/23/17 at 4:00 p.m. to personalize and address the letters.

#### Building:

Abby distributed an outline of accomplished, ongoing and future projects based on ideas and recommendations from the 2014 Space Study highlights.

#### Policy & Planning:

Joan reviewed the 2017 Scorecard, a planning tool originally designed at Harvard Business School with 4 categories of Financial Results, Customer Value, Internal Processes and Employees and Learning. Several minor changes were made. Motion by Cathy to accept the 2017 Scorecard as amended; seconded by Betsy B.; passed unanimously. Last week Joan circulated a grid on library hours of operation and possible changes. This is still being considered by Personnel, Executive and Policy & Planning Committees.

Futures Committee:

Joan reported that Listening Tours with members of the community are ongoing. There is both positive and negative feedback from the interviews; Joan is compiling a notebook with this feedback which is available for Board members to review. She felt the "I Love Our Library" kickoff met every goal except for the absence of press. She has since had a phone interview with the Rutland Herald; an article and photo should appear this week. The Committee's next meeting is 3/9/17 at 4:30 p.m. at GMP's Energy Innovation Center.

Entered Executive Session at 7:10 p.m. due to personnel related issues in relation to finances. Discussion but no decisions made during Executive Session. Motion to come out of Executive Session at 7:36 p.m. by Betsy Reddy; seconded by Cathy; passed unanimously.

Motion to adjourn by Betsy Bloomer; seconded by Rachel; passed unanimously. Meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Betsy Reddy