

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

March 16, 2016 5:15pm

Attending: Rachel Alexander: X Mike Brochu X; Betsy Bloomer A; Heather Cooper X; Sherri Durgin-Campbell X; Doris Farenkopf X; Joan Gamble X; Kay Jones X; Jude Endrizal X; Betsy Reddy A; Cathy Reynolds X; Anita Duch X; Liz DiMarco Weinmann A; Abby Noland X; Randal Smathers A (X is present, A is absent)

Agenda Addition(s): No additions to the agenda.

Acceptance of February 17, 2015 Minutes: Motion/Second – Joan/ Kay

Acceptance of Financials: Follow up on requested clarification of Miscellaneous Income 4540 which was insurance payment for rebuild of help desk. Annual Campaign (4401) is down. Special events (Tables) has not yet begun to spend money or bills have not begun to come in but also shows that tickets have not yet begun to be sold. Motion/ Second: Sherri/ Cathy

Director & Assistant Director Updates:

Monthly Statistics: (sent in email)

Monthly Activity Reports: (sent in email)

Other: Grants & Donations: Phoenix Bookstore provided \$2,500 to be used to support children's literacy. Funds will provide a sitting space for child and caregiver which will promote literacy and enhance the library experience. Patron is willing to pay for one half of a new microfilm machine. Discussion held on how to publicly thank patrons for donations. Rutland Herald had an article on the Phoenix donation. Development Committee will entertain how best to thank the donors. New computers approved by vote will be installed around August. They have to be purchased, programmed, and networked.

Committee Reports and Actions:

Executive: The Vote; Potential Trustees (Stephanie Romeo, Hurley Cavacas).

- Mike Brochu went to Peg TV and did a brief thank you for the voters for supporting the vote for computers.
- Two potential new trustees have been contacted. Both are from Rutland City. We are still looking for someone from Rutland Town. Will consult list of potential trustees for someone from Rutland Town but would also consider anyone recommended by Board members. Would be helpful to have someone who has an accounting background and also to expand diversity.

Personnel: No update.

Finance: Theresa is looking for new insurance broker and has put out an RFP for new accounting services. Bob Pratt will be offering a consultation on estate issues to address the Trust issues as well as preservation of the antiques from the Fox Fund.

Development:

- Annual Campaign: Currently at \$17,610; discussed Phone-a-thon
- Tables of Content: 15 authors. April 29, 2016. Invites going out soon
Not quite 100% on Board contribution
- Gershwin: April 6, 2016. Gathering at Library with time allowed to walk to Trinity.

Building:

- Moving forward with floor. Not going to move the Circ Desk right away.

- Walk through to review the final place study to reconcile the vision of the plan with the realities of the cost and how to bring out the best of the vision within the budget constraints scheduled for April 11, 2016 at 4:00 p.m.
- Sherri working toward grant for handicap bathroom. Looking at architects to see whether they can put together the drawings necessary for the grant. A \$30K grant that is due in May.

Policy & Planning: Scorecard 2015, Scorecard 2016, Detailed Scorecard

2015 SCORECARD

Is designed to demonstrate what was accomplished.

- Accomplished Financial Goals
- Shift to Customer Value: encouraging to have increasing statistics
- Marketing Plan: Put together but not adopted
- Internal Processes: Technology plan and clarification on board responsibilities
- Employee: new Union contract and new positions. Staff day is in May 2016

2016 SCORECARD

- Annual campaign will start earlier in 2016.
- Financial Goals seek town budgeting approval earlier during the process.
- Some goals recognized as ambitious but are recognized as “goals”.

Motion/ Second to Approve 2015 Actual Results: Heather/Cathy.

Motion/Second to Approve 2016 Balanced Scorecard: Cathy/Kay/Sherri

Chairs of various committees should alert Policy and Planning once objectives are met on a quarterly basis.

Old Business:

New Business:

- Potential grant from Vermont Community Loan Fund. Grant can be used to do 2 things: (1) strategic planning or (2) how to better fundraise. Envisions use of a consultant. Cathy and Joan to write. Would like input on how Library could utilize a consultant. Due end of April.

Public Comment:

President's Comments:

Adjournment: Motion/Second: Heather/Sherri 6:30 p.m.

Next Board Meeting April 20, 2016