

September 2016 Board of Trustees Minutes

Attending:

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

Karen McDonnell and Janet Clapp visiting from staff

Janet is the Adult Services Librarian:

She has a Masters in Library Science. She has a long history both brick and mortar and virtual libraries. She works the help desk 1/3 of time. She is responsible for all the adult collection with the exception of the DVDs and some subject areas. Janet provided a graph of catalog holdings and circulation stats to Board. She now has been weeding the collection to discard things that are outdated or not relevant. Janet has a regularly published column in the Rutland Reader.

Karen is a Circulation Assistant. She is the Homebound Coordinator. She also does the library's social media, paper calendar, stats, much of the creative library signage, etc. Karen provided a wonderful handout describing her many hats. She reported that the Homebound Program is maxed at 13 patrons.

August Minutes: Accepted.

Monthly Financials: Presented by Cathy. Rutland City figures looked odd because the computer payment came in full instead of quarterly. It will be a new line indicating balloted numbers starting September financials.

Doris moved. Second Cathy. All in favor. Unanimous

Assistant Director Report: On vacation

Director's Report: Promotion for Women's Network Red Shoes campaign with Mike and Randal. Abby provided a catalog cleanup flowchart. They are moving ahead faster than they expected.

Circulation statistics have been up 4 percent so far this year comparatively. The fire alarm system passed inspection. A new page has been hired, Darcy Hoisington. Prof. Bill Ramage will be bringing in Syrian artwork.

Abby presented an overview of the goals for the Children's Area Project for the party on Tuesday 9/27 at Joan Gamble. Abby presented a print-out of ideas being considered at a project for 2017/2018. The board would like Building Committee to develop ways to incorporate community input.

Committee Reports

Development Committee Report: Kay presented. Betsy would like a meeting to identify donors on October 6 at 5:15pm. Betsy will be send out a reminder email and we will meet here at the Fox Room. Mini-golf potential dates March 18 and 19 or March 25 and 26. No major conflicts with other events.

Building Committee Report: Sherri presented. Building Committee did not meet formally due to the preparation for the VAC restroom project.

Executive Committee Report: Mike presented. Mike needs a paragraph from each dept. chair to distribute to attendees at Annual Meeting. A discussion about a disgruntled patron was held.

Finance Report: Cathy presented. Moved Joan; Seconded Hurley; All say aye; Motion passed. Looked at 2017 budget draft during the committee meeting. There was a negative budget for the last few years and now the Nella Fox amount per month has dropped and will not be getting that extra money going forward. We will strive to have a balanced budget going forward. Withdrawal up to \$15,000 from Moors & Cabot for cash flow cushion for the next couple of months was proposed. Hurley moved, second Rachel and Kay. Passed unanimously. There are changes in accounting practices coming over the next 6-9 months as recommended by our new accountant.

Patrons' accounts receivable and allowance for doubtful accounts we are owed total \$107,000 but we know the number is not that high. The catalog system was never used as a back up for financial information in the past. It does not have software compatibility. The current system in use has old erroneous data that was transferred into it and never cleaned up after the migration.

We want to use the catalog system as a reliable financial source. There will be a significant adjustment on the balance sheet and much more accurate. Once this is done, fines can be turned over to a collection agency.

Joan brought up that we will be asking for an increase for the next fiscal year divided fairly between from all the towns. Heather proposed that \$31,000 from the Fox fund be transferred to the Vermont Community Foundation fund.

Personnel Committee: Kay presented: Abby's review has been readied and will go out on Survey Monkey within the week. Cathy moved; Hurley seconded; all say aye; motion passed.

Policy and Planning Report: Joan presented: Scorecard: Reviewed with Abby the scorecard with good discussion. The overall outcomes are showing great progress on all fronts.

New Business: None

Adjournment: Cathy moved; Hurley seconded; all say aye

Submitted by Secretary Sherri Durgin-Campbell