

**Minutes**  
**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**  
**August 16, 2017@ 5:15pm**

**Attending:** Betsy Bloomer A\_\_ ;Heather Cooper\_X\_\_ ; Anita Duch X\_ ; Doris Farenkopf\_X; Ed Ogorzalek\_X\_\_ ; Joan Gamble X\_\_ ; Kay Jones X\_\_ ; Jude EndrizalX\_\_ ;Betsy ReddyX\_\_ ;Cathy ReynoldsX\_\_ ; Stephanie RomeoX\_\_ ; Randal Smathers X\_\_ Amy Williams X (X is present, A is absent)

**Agenda Addition(s):**

**Acceptance of May 17, 2017 Minutes:** (<http://rutlandfree.org>) Tabled from last meeting, motion Gamble second Louras. Approved.

**Acceptance of July Minutes:** motion Gamble second Louras.

**Financials (report and committee):**

**Year End Financials** Ed discussed the year end balance sheet and the questions that Finance committee has for our Accountant, Michael Bandler. We may make adjustments in FY 18. The Board did not receive copies of Bandler's year end Financial Statements, but did receive Theresa's year end balance sheet and P and L. The Board received the July 17 BS and P and L. The Board did not approve the Bandler year end Financial Statement and this measure is tabled to the September meeting. Motion to table year end and July Financials to next month – Motion Reddy second Louras.

Finance will work with Mr. Bandler to create a clear presentation for the P&L and BS on a monthly basis to provide monthly clarity to the Board. Finance will also work with Mr. Bandler on the year end report and present it to the Board next month.

**Director/Assistant Director Updates:**

Monthly Statistics: (sent in email)

Monthly Activity Reports: (sent in email)

Amy Williams was welcomed by the Board as our new Assistant Director. She reported on her activities – working with Mary Mellow, volunteer coordinator and working with staff to maximize the volunteer corps.

Randal reported on the issue of vagrants who were drunk and inappropriate on the grounds. Randal is working with the Police Department. Adirondack chairs have been removed for now. No trespass orders have been issued. Problem resolved for now. This was a lot of Randal's time for the last few weeks.

No stats were provided this month as Circulation Supervisor was out on medical leave and did not get them done in time. We have reduced management time and this is challenging.

Randal discussed a new programming series that he has put together-the theme is "Light in the Darkness (working title). Trustees will be asked to sign up to attend as we need to have two people in the building to run an event and we no longer have staff in the building after hours. 4<sup>th</sup> Thursday of the month (generally). Randal will circulate a sign

up sheet for Trustee help. First Wednesday programming will also continue in the Fox Room and Trustees are needed for this as well.

Budget report – Randal made his first pass at the 2018-19 budget in order to present to the Mayor in September. Randal is using a 2.5% increase in his budgeting and this was presented to Finance last night. Still being tweaked, goal would be to find the funding to be able to be open one night a week.

First draft of annual appeal done to present to Development. Style of the appeal will shift in this next round.

Ceiling of Fox Room – section crumbled today. City carries building insurance. Randal has been trying to get the city to respond without any luck so far. This is handled by the City Attorney. We need to get this fixed in order to resume programming in this space. All events in Fox Room are cancelled into the foreseeable future.

### **Committee Reports and Actions:**

**Executive:** Ex Committee continues to reach out to potential new members in the community. We are at 11 members and bylaws call for a minimum of 12, no more than 15 members. We have two folks going off the Board in October as well. We need a secretary to replace Sherri Durgin-Campbell who resigned due to health reasons.

Request to contribute to Abby's gift for Board members who have not given. Each member was asked for a contribution of \$34 to be given to Heather.

**Personnel:** no report this month. Last month Stephanie reported that they met June 27 to discuss job descriptions for Director and Asst. Director. Adjustments were made to make tasks align with hours allocated. Intern library display job description was also reviewed.

**Development:** Annual appeal to be mailed October 6 – circulating a draft after Development reviews in September.

**Building:** Did not meet. Need a chair. Jude volunteered to step up as the chair of this committee which will be dealing with the ceiling issue with Randal.

**Policy & Planning:** Did not meet.

**Futures (Ad Hoc):** Stats presented and reviewed – This is one way libraries present themselves to their communities and funders. Comparisons within Vermont between libraries are challenging because Vermont has so many small libraries. We have more visits per capita than other VT communities, more circ than others, about the same circ per capita when compared with other communities.

Discussion about how we talk about staffing – we always need to talk about FTEs (full time equivalents) not number of employees. We have 14 employees and 10 FTEs. We will look at FTEs per capita also. We have a large number of public access computers which is a great community benefit. Ed suggested that we

present the group of libraries that serve communities greater than 5,000 which is a metric the State uses in presenting stats.

We looked at sources of income and expenses for the RFL and comparing ourselves to other Vermont libraries and also other stats for all member towns in terms of demographics and costs per capital. Stats will be refined to share with the Board of Aldermen and at the Annual Meeting in October. This slide deck will be updated and refined for public consumption. October Annual meeting – who will we invite and how will we get them to come? We want to publicize. Discussion re BROOC having a luncheon for their annual meeting and they got 250 people to attend with an attendance fee. This was a nice event and a way for this organization to share their mission with the greater community. Futures will work on this, and per bylaws all association all members need to get a mailed reminder of the meeting. Date will be October 18 at 5:30 for the public. The full board may meet ahead of time or afterwards.

**Executive Session: NA**

**Old Business: NA**

**New Business:**

**Public Comment: NA**

**President's Comments: NA**

**Adjournment: Motion to adjourn 6:55 Romeo, second by Reddy**

**Next Board Meeting September 20, 2017 @ 5:15pm**