

## RUTLAND FREE LIBRARY BOARD OF TRUSTEES

July 19, 2017 @ 5:15 p.m.

### MINUTES

**Attending:** Betsy Bloomer A; Heather Cooper X; Anita Duch X; Doris Farenkopf X; Joan Gamble X; Kay Jones A; Jude Endrizal X; Ed Ogorzalek X; Betsy Reddy X; Cathy Reynolds A; Stephanie Romeo X; Randal Smathers X (X is present; A is absent)

**Agenda Additions:** None

**Acceptance of May 17, 2017 Meeting Minutes:** Tabled to the August meeting so we can try to fill in gaps where information is missing.

**Acceptance of June 21, 2017 Meeting Minutes:** Motion to accept the Minutes as amended by Betsy Reddy; 2<sup>nd</sup> by Anita Duch; unanimously passed.

**Financials:** Financial Reports were not distributed as Theresa is busy with fiscal year-end responsibilities. The Finance Committee was charged with reducing expenses of the previously approved 2017-2018 Budget by \$90,000. It accomplished this primarily in wages and benefits. The Committee also redistributed line items in the Administrative Support category to other categories, reducing the Administrative Support's share of the budget from 10% to 3.5%. This is more consistent with non-profits in general, and libraries in particular. Motion to approve the 2017-2018 budget as amended made by Doris Farenkopf; 2<sup>nd</sup> by Jude Endrizal; unanimously passed. Ed Ogorzalek and Theresa are meeting with the Accountant on July 20 to clarify his methods and organization of the financial report(s).

**Director Update:** Randal presented an overview of the Director's Report that was e-mailed to Board members prior to the meeting. He recently attended three Labor Management meetings; all were very positive.

**Executive Committee:** Hurley Cavacas and Sherri Durgin-Campbell have resigned from the Board for personal reasons. We now have 11 Board members (12-15 required per the By-Laws). A new Secretary needs to be appointed to replace Sherri.

**Personnel:** No Report.

**Development:** The Development Committee is meeting Tuesday, July 25 instead of last Tuesday. The Annual Fund, including gifts in honor of Trustee Joan Gamble, total \$30,179.47. Randal shared the good news that Kathy Harm and Maureen White have agreed to Co-Chair Tables of Content 2018.

**Building:** No Report.

**Policy & Planning:** The Committee didn't meet, but Randal updated the Scorecard.

**Futures (Ad Hoc):** The Futures Committee reviewed helpful statistics for our Library and are determining which ones are most effective to share with the community. Joan Gamble's attendance at a Story Telling Workshop for Non-Profits generated exciting ideas to effectively fundraise, engage the community and set the stage for successful future capital fundraising. Testimonials from and photos of patrons, staff and volunteers, and photos of Board and staff on the website were two suggestions we will implement. It was determined the earliest timing to put a bond vote before Rutland City taxpayers is March 2020. Combined with a capital campaign and grants, the bond would pay for deferred maintenance/repairs and building enhancements.

**Executive Session:** None

**Old Business:** None

**New Business:** None

**President's Remarks:** Heather thanked Randal for keeping us well informed and rising quickly and well to his new responsibilities as Director.

**Adjournment:** Motion to adjourn made by Stephanie Romeo; 2<sup>nd</sup> by Anita Duch. Meeting adjourned at 6:34 p.m.

Respectfully Submitted,  
Betsy Reddy