

# RUTLAND FREE LIBRARY BOARD OF TRUSTEES

Sept. 20, 2017 @ 5:15pm

## PLEASE NOTE LOCATION:

Chamber of Commerce conference room, 50 Merchants Row

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

Presiding: Joan Gamble Secretary: Stephanie Romeo

## Agenda Addition(s):

**Acceptance of Meeting Minutes dated August 16, 2017:** Motion/Second – Motion was made by Cathy to accept with corrections and seconded by Kay.

**Annual budget (from Finance)** – Randal discussed the draft FY 18 budget. It's a very conservative budget and Randal predicts the next two to three years will look similarly. Healthcare is the greatest concern and this budget contains a 9.25% increase in the healthcare line. Cathy made a motion to approve the budget with the addition of \$3,000 to line 5935, Legal, which was inadvertently at \$0. Betsy B. seconded. Motion approved.

**Fox Room ceiling options (from Building / Executive)** – Randal discussed options for repairing/remediating the ceiling tile/asbestos issue. The cost of patching is roughly \$25,000, which would include asbestos abatement and disposal. Betsy R. asked whether the library might qualify for asbestos remediation assistance funds like schools. Randal is looking into this but thinks there may only be a few small grants available. Another option is to redo the entire ceiling and replace existing flooring and lighting and adding acoustic baffling to the room, total cost of which is roughly \$75,000. The abatement portion of that cost is \$11,000 to \$30,000. The Board discussed funding possibilities, including discussion with the City about what role it plays and use of the Sutnick fund. Randal said the Friends of the Library may be willing to assist in funding upgrades for the room. Cathy made a motion to have Randal put together a Request for Proposals and solicit bids for the full scope of replacing the ceiling, lights and floor in the Fox Room. Doris seconded. Motion passed.

**New members (from Executive)** – William Notte is joining the board as Mayor Allaire's appointment. To fill existing vacancies, the Executive Committee has also started to reach out to other individuals in the community who might be interested in serving on the board.

**Annual Appeal letter (Development)** – Betsy B. said that Development Committee has revised the letter and it will have a different flavor this year. Development would like the letter to go out the first week of October. Any feedback on the draft letter should be directed to Randal or Betsy B. by the end of the week.

**Financials (report and committee):** Motion/Second – Finance Committee continues to work on the issue of presentation of assets so that it is made clear that not all investments are immediately available for regular operating purposes. Once this issue is fixed Finance will come

back to the Board with the presentation of year-end financials. Ed made a motion to accept the financial statements as presented. Anita seconded. Motion approved.

Finance Committee will hold a separate meeting on Oct. 4 at 4:30 PM in the small meeting room at the Library to discuss investment strategy and philosophy, including alternative investment vehicles, current investment holdings, and whether those need to be diversified.

**Director & Assistant Director Updates:** Motion/Second – Randal directed the Board to this month's lengthy Director's Report, which was a collaboration among several members of the staff. Randal said that staffing is a struggle right now. Typically the library has 180 hours on the desk per week, but right now the library is missing 66 ½ of those hours due to staff illnesses.

Amy echoed Randal's comments. She said the entire staff has been juggling, but she thinks they are heading in the right direction. She said staff members are all looking around to see how they can help one another and help the library during this short-staffed period. Books to be reshelfed have started to back up, but Randal hired a page yesterday and that should help.

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

**Executive:** No additional report as everything discussed at the Executive Committee has already been covered.

**Personnel:** Did not meet.

**Development:** The date of April 20, 2018 has been set for Tables of Content. The subcommittee working on Tables had its first meeting this month. The subcommittee will meet on Thursdays at 9 AM at the library beginning Oct. 5.

**Building:** The committee needs additional members and a chair. Cathy, Doris, and Anita are on the committee. William and Ed will be joining and Anita will temporarily chair.

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

**Futures (Ad Hoc):** Annual meeting will be held at 5:15 PM on Oct. 18 at the Energy Innovation Center with the regular board meeting immediately following. Discussion of holding a separate event with a speaker at a later date, possibly connected with the reopening of the Fox Room, with a focus on why the library is important to people and the difference that it makes in their lives.

**Executive Session (Personnel)** – Motion to go into executive session at 6:45 with Randal and Amy to discuss personnel issues made by Joan and seconded by Stephanie. Motion to come out of executive session was made at 7:32 PM by Betsy R. and seconded by Cathy.

**Adjournment:** Motion to adjourn made at 7:33 PM by Cathy and seconded by Doris.

**Next Board Meeting Oct. 18, 2017 @ 5:15pm**