

# RUTLAND FREE LIBRARY BOARD OF TRUSTEES

Jan. 17, 2018 @ 5:15pm

## PLEASE NOTE LOCATION:

Energy Innovation Center, 68-70 Merchants Row

**Attending:** Jennifer Bagley X; Betsy Bloomer A; Heather Cooper A; Sharon Courcelle X; Anita Duch X; Joan Gamble X; Kay Jones A; William Notte A; Ed Ogorzalek X; Cathy Reynolds X; Stephanie Romeo X; John Wallace 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 November 15, 2017:** Cathy made a motion to accept the minutes. Joan seconded. Motion passed.

**Director & Assistant Director Updates:** Randal updated the Board on the status of the repair work in the Fox Room, which is now on schedule to be completed by mid-March. He has spent time in the past month talking to the Rutland Town Selectboard chairman about the Library's budget request to Rutland Town. The Rutland Town pre-Town Meeting Day budget meeting is scheduled for January 22<sup>nd</sup>. The Board discussed representation at this meeting and talking points for supporting funding of the Library as requested. Amy has also been doing work on developing talking points. Amy is being trained on the Salsa donor software. The new admin team in the Library continues to review internal procedures and update where needed, examples being how scheduling and training are done.

## Committee Reports and Actions:

**Executive:** Continued discussion and strategizing of talking points for budget requests to the Library's member towns.

**Financial (report and committee):** Review of the latest financial reports. Motion to approve the financial reports made by Ed and seconded by John. Finance Committee will look into how the library can track unrestricted monies that are set aside, now that additional Fox Fund monies are being utilized for the restricted purposes for which they were intended.

**Personnel:** The Personnel Committee met to discuss a request from the union for a financial settlement for one union member, stemming from a misunderstanding regarding the plans for which she was eligible in 2016. The Committee requested additional information from the union. Also of note, the union has sent a letter notifying management/the Board of its intent to negotiate the union contract this year.

**Development:** The Development Committee gave an update regarding the most recently available information about the annual campaign. The campaign remains ahead of schedule from last year for meeting our \$50,000 fundraising goal. A second wave of appeal mailings has gone out.

Tables of Content update – The committee working on ToC has almost completed its roster of authors for the event. Fourteen out of fifteen authors are confirmed and the committee anticipates finalizing the list soon.

**Building:** Work in the Fox Room is on track to be completed by mid-March. Thanks to Paul Gallo, who donated some scaffolding which is being used in the room during the work.

**Policy & Planning:** P&P closed out the 2017 Scorecard at its last meeting. The 2017 Scorecard showed good progress in most areas. Randal discussed the some lower library usage stats reflected in the 2017 results, and how these may be partially related to the fact that in the past stats have been inaccurate. Randal and the committee continue to work on the 2018 Scorecard, which it anticipates will be presented at the February meeting.

The Board approved a service animal policy developed by P&P in conjunction with staff. The new policy prohibits all animals within the library with the exception of service animals, well-behaved therapy animals, and animals present as part of a library program.

P&P is also undertaking a review of the Library's existing policies to make sure that we have all policies that are necessary for a 501(c)(3) nonprofit and nothing that is unnecessary.

**Futures (Ad Hoc):** Did not meet.

**Old Business:**

**New Business:**

**Public Comment:** N/A

**President's Comments:** N/A

**Adjournment:** The meeting adjourned at 6:39 PM. Anita moved to adjourn, Sharon seconded.

**Next Board Meeting February 21, 2018 at 5:15 PM**