

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

Feb. 21, 2018 @ 5:15pm

Meeting at Ryan Smith & Carbine Conference Room

Attending: Jennifer Bagley X; Betsy Bloomer A; Heather Cooper X; Sharon Courcelle X; Anita Duch X; Joan Gamble A; Kay Jones X; Ed Ogorzalek X; William Notte A; Cathy Reynolds A; Stephanie Romeo X; John Wallace X; Randal Smathers X; Amy Williams X (X is present, A is absent)

Presiding: Heather Cooper Secretary: Stephanie Romeo

Agenda Addition(s):

Acceptance of Meeting Minutes dated January 17, 2018: Kay moved to approve and Anita seconded. Motion approved.

Financials (report and committee): The finances were presented by Ed. He reported that they are on track. Anita made a motion to accept the financial statements as presented. Ed seconded. Motion approved.

John then discussed the Finance Committee's recommendation that the board approve a Efficiency Vermont proposal update all lighting in the building that has not already been converted to LEDs (about 90 percent of the building's fixtures). The total cost of the project was quoted as \$63,235.00 and the library will qualify for rebates for \$42,680.00 of that cost. The rebates are given up front. The library's annual electric costs are currently about \$20,000.00. The estimated first year savings to the library's electric bill is \$7,500.00. The simple payback is estimated to be 2.75 years. The work will have to be completed by the end of March in order to lock in these incentives. The upgrade work will be done by Net Zero Design, which is the same company that is working on the Fox Room repairs/upgrades.

John pointed out for the record that board member Cathy Reynolds is an Efficiency Vermont employee and so has a conflict on this issue. While Cathy gathered the information about EV incentives, she was not in attendance at the Finance Committee meeting and so did not deliberate or vote on the recommendation to the full board to move forward with this project.

Kay made a motion to approve the contract/scope of project as presented. Stephanie seconded. Motion approved.

Director & Assistant Director Updates: Assistant Director Amy kept her report brief, noting that after dealing with a bout of illness last month that left the staff stretched thin, everyone was healthy again. She continues to work on DVD ordering.

Director Randal reported that the Fox Room project is "getting close." The flooring has shipped and light fixtures and sprinklers are expected to show up any day. These materials are on target for installation during the first week of March, which should allow us to get back into the room by March 13. The 2018 Scorecard is finalized. The library received 20 pairs of snowshoes as a donation from the VT Department of Health, eight of which are adult pairs. The library has been lending these out for four day borrowing periods. Randal has sent out three grant requests and has one more to complete; these requests total \$30,000.00 in requests. Randal will be swapping out the current donor software for an annual savings of about \$5,000.00. The annual cost of the new software program will be about \$350.00.

Randal reported that the library has received between 35 and 40 individual donations in memory of Bob Beauchamp, whose obituary listed the library as a beneficiary for memorial donations.

Committee Reports and Actions:

Executive: The library bylaws call for up to 15 board members but we currently have only 12. Heather reported that in particular we have vacancies for representatives of Rutland City.

Personnel: The Personnel Committee will meet next week.

Development: The Table of Contents subcommittee has really relied on three former board members and Kay to carry the freight of planning the event. They have found that many prior donors are unable to contribute at the same level as in prior years due to competing charitable requests. The subcommittee asked that the Board of Commissioners consider sponsoring the event as an underwriter at the \$2,000.00 level. Jennifer made a motion that the Board sponsor the event at the \$2,000.00 level. Kay seconded. Motion approved.

Building: Much of the committee's recent discussions were covered in the reports from Randal and discussion of the Efficiency Vermont project. Some work to realign the Fox Room sprinklers will be completed next week. Jennifer is leading the effort to update the stage lighting in the Fox Room.

Policy & Planning: Discussion of highlights of the 2018 draft scorecard. It was noted that this is a working document. After some discussion, a motion was made by Kay to approve the scorecard with the understanding that the dates currently listed are still flexible. Jennifer seconded. Motion approved.

Adjournment: A motion was made to adjourn at 6:25 PM by John. Heather seconded.

Next Board Meeting March 21, 2018 @ 5:15pm