

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

June 20, 2018 @ 5:15pm

Meeting in the Fox Room

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

Presiding: Heather Cooper Secretary: Cathy Reynolds

Acceptance of Meeting Minutes dated April 18, 2018 Cathy moved to approve, Ed seconded.

Finance-Cathy made a motion to hire Michael Bandler to complete our year end financials for FY 18 and to go to bid for a three year accounting contract for FY 19, 20 and 21. Seconded by Heather. Finance will review the proposals and make a recommendation to the full board early in the new FY. Approved.

We discussed the year end financials from FY 17 and the fact that the on the annual compilation report the Restricted Assets in the Asset category do not match the Restricted Net Assets. (Ed, our CPA tells us that this is incorrect.) We were told by Mr. Bandler that the Board needed to pass a resolution to adjust this. Finance will make a recommendation at the July meeting.

Financial (report and committee): The goal is to have a new presentation of the financials by early in the new FY. Profit and loss statements will be cleaned up Overall, the financials look to be in good shape, we will end the year with a surplus. In our financial report to the member communities we will note the unusual circumstances that contribute to this situation. John moved to approve the financial reports. Anita seconded. Motion passed.

Director & Assistant Director Updates: Randal provided an extensive director report.

New Board member orientation will be in the next two weeks for Claire Coppock, Chris Booth and Nancy Wennberg. Barbara Kirk and Martha Ide will join us in October.

Assistant Director Amy Williams was unable to attend due to a patron issue.

Committee Reports and Actions:

Executive: Heather asked for members to step up for leadership roles on the Board as Cathy and Joan are leaving the Board in October. We reviewed the new members coming on the Board in July.

Personnel: Executive Session. Heather moved, seconded by Anita that we go into Executive Session to discuss personnel issues at 5:50. Heather moved seconded by Sharon to come out of executive session at 6:10. There was no action taken at the completion at the end of the Executive Session.

Development: The library is about \$1,800 shy of its \$50,000 fundraising goal for the annual appeal. We are in good shape. Development is looking for new members and a new chair for this committee. Randal is almost done with the "Little Green Light" software with annual savings of \$2200 after the first year. The last step is getting the on line donation piece changed over. This software is designed for a small organization like ours, whereas Salsa was designed for much bigger firms.

Building: The Committee did not meet this month. The ceiling has been fixed again and looks great.

The lighting is mostly complete. Randal discussed an extra scope for the lighting retrofit work for fixtures that were not included in the original scope and a retrofit. A motion was made by Sharon and seconded by Anita to authorize up to \$11,000 to expand the scope. We will commit to this scope in this fiscal year and pay for the work in FY 18. Approved.

Policy & Planning: Did not meet.

Old Business:

New Business:

Public Comment: N/A

President's Comments: N/A

Adjournment: Motion made by Sharon.

Next Board Meeting July 18, 2018 at 5:15 PM