

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

May 16, 2018 @ 5:15pm

Meeting at Facey Goss & McPhee, PC – Conference Room

Attending: Jennifer Bagley X; Heather Cooper X; Sharon Courcelle A; Anita Duch A; Joan Gamble X; 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)
Also attending: Claire Coppock, Nancy Wennberg, Chris Booth

Presiding: Heather Cooper Secretary: Stephanie Romeo

Agenda Addition(s):

Acceptance of Meeting Minutes dated November 15, 2017: Change to the bottom of the minutes for date of next (this) meeting. John made a motion to accept the minutes. Ed seconded. Motion passed.

Financial (report and committee): The goal is to have a new presentation of the financials by July 1st. Profit and loss statements will be cleaned up, including the staff development lines and two Inter Library Services lines. Overall, the financials look to be in good shape. Kay moved to approve the financial report. Stephanie seconded. Motion passed.

Director & Assistant Director Updates: Randal reported that we are making good progress on ceiling repairs. The ceiling tiles are now being connected with glue and nails and he has been assured that they will not fall. Randal said the response from the contractor has been excellent. Randal said that he is looking at adopting new hours in order to fulfill the promise to supporting towns at budget time that the library would be open more if it received the requested funding. He anticipated meeting with staff tomorrow to come up with new, year-round hours, which he expects to include the Fox Room being open until 9 PM.

Randal updated the board that he is moving forward with transitioning from the current donor software and is deciding which program to choose. Either will present a significant cost savings compared to current software and will interface well with the Library's website.

The last First Wednesdays program had to be cancelled due to the speaker's unavailability. Children's librarian June is back to working 9 AM to 4 PM most days.

Assistant Director Amy reported that relatives of Nella Grimm Fox, Bill and Tom Kirby from Connecticut, came to visit the library after reading news coverage about the reopening of the room in the Mountain Times.

Committee Reports and Actions:

Executive: Met and discussed reaching out to potential new board members with an eye to change over on the board this fall due to the expiration of terms.

Personnel: The Personnel Committee did not meet, but has been working on preparations for negotiations with the Union that will start later this month.

Development: Kay/Randal reported that Tables of Contents met its fundraising goal. The event brought in slightly over \$34,000 and came in with expenses under what was budgeted. The Tables committee had a really good wrap-up meeting and identified a few things about the event that it would like to correct in the future.

The library is about \$1,800 shy of its \$50,000 fundraising goal for the annual appeal.

Building: The Committee did not meet this month.

Policy & Planning: Joan reported that the committee approved a new investment policy and a proposed bylaw change at its last meeting. The new investment policy will give the library more flexibility and codify the current practice. Jennifer made a motion to approve the change to the investment policy. Kay seconded. Motion passed.

The proposed bylaw amendment changes the current practice requiring an audit of the library's finances every five years in favor of an annual compilation of finances, and would read as follows:

The Library will hire a professional to perform an annual Compilation of the Library's Finances. If the Finance Committee or other Board members feel the need for a full audit, a request for a full audit may be made by the Finance Committee to the Board of Trustees. The Board of Trustees will determine if there is a need for an audit.

Kay made a motion to approve the recommendation that the change to the bylaws be recommended to the membership at the annual meeting. Joan seconded. Motion passed.

The committee continues to review the annual Scorecard, which was discussed for information purposes with the full board at this meeting. No action was taken.

Old Business:

New Business:

Public Comment: N/A

President's Comments: N/A

Adjournment:

Next Board Meeting June 20, 2018 at 5:15 PM