

**Minutes**  
**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**  
**July 18, 2018@ 5:15pm**

**Attending:**; Jennifer Bagley A; Chris Booth X; Heather CooperX; Clare Coppock X; Sharon Courcelle X; Anita Duch X; Ed Ogorzalek X; Joan GambleX; Kay JonesX; William Notte X; Cathy ReynoldsX; Stephanie RomeoX; John Wallace X; Nancy Wennberg X; Randal SmathersX; Amy Williams X; (X is present, A is absent)

**Agenda Addition(s):**

**Acceptance of June 20, 2018 Minutes:** Edit to add Barry Cohen of Middletown Springs to the list of board members who will be joining in October. John made motion to approve, Joan seconded.

**Financials (report and committee):** No financials this month, as typical due to year end. Michael Bandler is preparing the year-end financials. The Finance Committee met last night to discuss two proposals for statement compilation and tax preparation for three fiscal years, FY 19, 20, 21. Two proposals were received in response to our request for proposals, from AM Peisch and Michael Bandler. AM Peisch was the low bid at \$5,150 (including not more than 3% increase each year). Mr. Bandler was \$7,685. Theresa spoke highly of AM Peisch. Cathy made the motion to contract with AM Peisch to perform statement compilation and tax preparation for FY '19- '21, Kay seconded. Motion approved.

On July 26, at 11 AM in Fox Room the Library will receive an annual report and update on the Nella Grimm Fox Fund from Emma Green from US Trust, which manages the fund. Representatives from Grace Congregational and the RRMCC, the other two trust beneficiaries, will attend as well.

**Director/Assistant Director Updates:**

Randal - it has been a busy month in terms of the day-to-day operations. Having some technical issues, have had some people out for vacations. Randal has spent a lot of hours on the help desk covering, which he said in a certain respect has felt good to know how things are going from the floor perspective. Randal attended the first Friday Night Live last week representing the Library with a table of free books. He felt like being out there, speaking to people, was productive in terms of recruiting new visitors to the library. Invited any trustees who are free on Fridays to come down and work at the table.

Theresa Clarke has given her notice, will be retiring to enjoy her boat in the Caribbean. It is a big loss to the Library, but we absolutely wish her and her husband the best. We have posted the position as of yesterday. It is open to the staff for 9 days but do not expect anyone from the staff will apply.

Randal said he was remiss for not formally approving with the Board the change to increase the Library's hours of operations. Now open M-W until 8:30 PM year-round. He requested a retroactive motion to approve the hours. Cathy moved, Anita seconded. Motion approved.

#### Assistant Director:

Ron Lurvey is gone until the end of the month, so Randal, Amy, and Karen have been juggling set up and take down for events. They have also had a baby rabbit, two voles, and two birds that have been rescued from the building and released.

She has been working on detail issues. She has sat with Tiffany who operates the Homebound program on volunteer issues. Looking for more volunteers, as always, particularly for shelf reading.

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

**Executive:** With the addition of new board members we will be looking at committee assignments and chairs. Can expect to hear from Heather in the next few weeks.

**Personnel:** No formal meeting, but continue to be in the midst of union negotiations. Waiting to resume around August 13th when the union representative returns from vacation.

**Development:** Randal reported that our target for the annual appeal was \$30,000, then early in the FY we got a \$20,000 donation from Sybil Kirby. We decided to increase the goal to \$50,000. We came up about \$1,400 short of that goal but well-ahead of the original plan. Our new donor software is up and running, which will improve our ability to receive online donations and at less expense to the library.

**Building:** The Building Committee is putting together a major list of all maintenance issues with the building. Will be hiring a professional to assist. Have to get it done by October 2019 in order to request a bond issue for March 2020. Randal has been dealing with sprinkler control, because the sprinkler alarm panel has been wired with two zones for one location.

The Committee will be changing their meeting date to the 4th Tuesday at 5:15 PM, and will be looking for a new chair.

**Policy & Planning:** Kay chaired the meeting in Joan's absence. Did not meet in June, but did meet in July. They reviewed the scorecard, an updated version of which was included in the packet. The scorecard is done annually and reviewed quarterly as a way of looking and tracking what the goals of the Library are. The

goals are derived from the strategic plan. The committee feels that we are in pretty good shape, although a couple of deadlines were pushed out.

William commented on the time table set for the Library to present its proposal for budget next year, urging that it be done in September or October.

Recommended that more attention and some finessing be given to the Library's proposal for this coming year due to the increase in the budget and tax rate this year. Additional discussion of how the process works and the importance of the city taxpayer funding to our budget.

The Committee presented a draft policy addressing guns. The Library had been operating under what turned out to be an incorrect assumption that staff could tell someone that they could not bring a loaded gun into the library. We have since learned that the policy needs to be written, adopted, and posted. Added prohibitions against carrying a weapon and drug use to the written prohibitions. Cathy made a motion to adopt the policy, Nancy seconded. Motion approved.

**Executive Session:** Motion to move into executive session to discuss personnel issues made by Cathy, seconded by Anita. Moved into executive session at 6:15 PM. Moved to come out of executive session made by Anita at 6:35 PM, seconded by Kay. Motion approved.

**Old Business:** None.

**New Business:** None.

**Public Comment:** None.

**Adjournment:** Motion to adjourn made by Cathy at 6:35 PM, second by Stephanie.

**Next Board Meeting** August 15, 2018 @ 5:15pm