

RUTLAND FREE LIBRARY BOARD OF TRUSTEES
September 19, 2018@ 5:15pm

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

Agenda Addition(s):

Acceptance of August 15, 2018 Minutes: Motion to approve with changes made by Kay, seconded by Sharon. Motion approved.

Financials (report and committee): Cathy suggested due to the number of new board members, scheduling a brief meeting to explain an overview of what the financials consist of at a future date.

Cathy explained some changes to the P&L statement, including to reflect what funds are in restricted and unrestricted accounts. She highlighted that we had a little cash flow challenge this month due to the timing of the City's cutting of the monthly check to the Library. That was a little stressful. About six months ago, the Finance Committee had made the decision to keep the balance in our checkbooks at about \$60,000. This payroll/check timing issue made it a little tight this month. Jennifer questioned whether there was a change in dates by the City on the date of the check. Randal said that there was, and the Library was given a few days' notice which allowed the Library to take steps in anticipation of that issue including temporarily borrowing against our line of credit. Randal requested that the Board consider moving \$30,000 from Vanguard Money Market Fund to the Library's checking account to help guard against this issue in the future. Cathy made the motion to transfer those funds and Jennifer seconded. Motion approved.

The year-end compilation will be presented to the board next month.

Motion was made to accept July financials by Joan, seconded by Cathy. Motion approved. Motion was made by Kay to approve the August financials, seconded by Anita. Motion approved.

Director/Assistant Director Updates:

Randal - It was a very busy month. Union negotiations were completed.

First Wednesdays are coming up. November's event with author Katherine Paterson author of "Bread and Roses" is expected to be very well attended, and Randal is currently looking at an alternative location than the Fox Room since a couple hundred people are

expected. Several area schools are teaching the book now and plan on bringing their students to attend.

We had a lovely send off event for Theresa Clark. Darby Gorham, the new financial officer, has got off to a smooth start. Karen has hired two new pages to help with restocking books.

Randal has had a good chat with Adam Taylor, new Rutland City superintendent, about the idea of getting a library card into the hands of every student. He seemed receptive to the idea.

Amy - Assistant Director's Report - She is currently looking into streaming videos. She spoke to another library about it that also has non-residential towns, and found that this was a great way to add value to non-resident library cards. The problem that they found was that the internet connections in the towns served by the other library weren't strong enough, so Amy is researching that issue.

A volunteer team from Four Seasons Sotheby's led by Laurie Mecier-Brochu descended on the library to assist with whatever tasks the library needed help with. They helped with reshelving books in a number of sections in the library. Four Seasons Sotheby's has adopted the Library as its official charity for the year. So far they've donated a little over \$2,000.00 in two checks, and they expect to give two more checks.

Committee Reports and Actions:

Executive: The committee met this month to discuss successor nominees for the executive committee, and currently proposed they are Stephanie for president, Sharon for vice president, Ed for treasurer, and Heather as a secretary. These nominees will be voted on at the annual meeting next month. Heather discussed confusion of committee meeting times and asked that committee chairs provide updates/reminders to committee members.

Personnel: Concluded union negotiations this month. The committee did not meet. The union contact will be discussed in executive session. The committee meets as needed and if interested in attending, just let Stephanie know.

Development: The Committee is currently working on the annual appeal. Until it's completed, there will likely be a couple of extra meetings. When meeting this month, discussed switching subjects to the little girl who was in one of the campaign posters that was unveiled at the Fox Room reopening in April. The Committee felt this made sense because one of our primary focuses currently is addressing the children's area of the library. The Committee has set a "drop dead date" to send out its initial annual appeal mailing by October 15th. The Committee is discussing and researching doing a direct mailing in certain neighborhoods. Discussed other ways in which to grow our database of potential donors. They are currently pricing the printing of the mailing. They are also

discussing creating pages on the website or social media where we will upload the patron stories being featured on the annual campaigns and other advertisements so that we can direct people to those stories to read more.

Building: The committee has not met. Jennifer will be the new chair. Randal added that what they are working on putting together is a “scope of work” with dollar figures to show the expense of upcoming projects and what it is felt that the Library will need to raise. The last one was done about 9 to 10 years ago when there was discussion of moving the Library to the “Pit.” The construction cost estimate we will want to capture all of the necessary work for this building for the next 10 to 20 years.

Policy & Planning: The committee met and approved two policies that will be coming to the Trustees next month. One concerns the Library Bill of Rights that comes from the American Library Association. The other is a grants resolution. Other than this, the committee spent time discussing the two major goals of the committee, one recommending new policies that need to be updated and approved by the Board, and the other is assuring that the Library has a strategic plan and that there is a process for making sure that the strategic plan is alive and being worked on. The current strategic plan goes through 2018. It was a 3-year plan, which seemed to work well, but discussed options for review and scope of the strategic plan moving forward. John, who will be taking over the chairmanship of the committee, said that they do not anticipate rewriting the plan, but rather reviewing and updating the objectives. The strategic plan work is anticipated to start in October, with the goal of having a completed plan by the end of the calendar year. There may be a strategic planning retreat for the board in November, but more information will be forthcoming. In conjunction with that discussion, discussed the process surrounding the scorecard.

A new meeting time for the committee moving forward will be the second Thursday of the month at 5 PM. In October, it will be October 3rd due to conflicts in schedules, but that is limited to that month’s meeting.

Executive Session: Nancy made the motion to move into executive session at 6:20 to discuss the union contract, it was seconded by John. Randal and Amy were asked to remain for the executive session.

Cathy made a motion to come out of executive session at 6:36 PM, Sharon seconded. Kay made a motion to approve the financial components of the proposed union contract, addressing healthcare and wages, Joan seconded. Motion approved.

Cathy made a motion, and Jennifer seconded, allowing the negotiating team to pursue the non-substantive changes of the proposed contract in order to finalize the agreement. Motion approved.

Old Business: None.

New Business: None.

Public Comment: None.

Adjournment: John made a motion to adjourn, Sharon seconded. The Board adjourned at 6:39 PM.

Next Board Meeting October 17, 2018 @ 5:15 PM