

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

November 14, 2018

Meeting at Rutland Free Library Fox Room, 5:15 PM

Attending: Jennifer Bagley X; Chris Booth X; Barry Cohen A; Heather Cooper X; Clare Coppock X; Sharon Courcelle A; Anita Duch X; Sherri Durgin-Campbell X; Kay Jones X; William Notte X; Ed Ogorzalek X; Stephanie Romeo X; John Wallace X; Nancy Wennberg X; Randal Smathers X; Amy Williams X (X is present, A is absent)

Presiding: Stephanie Romeo Secretary: Heather Cooper

Agenda Addition(s):

Acceptance of Meeting Minutes: The Minutes from the Board meeting on October 17, 2018 were reviewed and unanimously approved on motion of William Notte, as seconded by John Wallace.

Financials (report and committee): Ed Ogorzalek presented the financials. The Finance Committee continues to keep an eye on certain investments that are down 2%. At this point, the fluctuation is not a realized loss but will continue to watch closely going forward. The financial report was unanimously approved by the Board on the Motion of John Wallace, seconded by Kay Jones.

Director & Assistant Director Updates:

Randal reported on the budget process and specifically, his discussions with Mayor Allaire. Mayor Allaire will recommend a 2.25% increase for the Library in this budget cycle, which splits the target. The revised amount will allow the Library to proceed with a Teen Services librarian at 15 hours per week, which should be sufficient for programming. The Board was encouraged to thank Mayor Allaire for his recommendation which will go before the Recreation Committee on November 27 at 5:30 at City Hall. All Board Members are encouraged to attend.

Benefit coordination and sign up following Union negotiations seemed to go well.

Committee Reports and Actions:

Executive: Sherri will join the personnel committee going forward. More discussion on budget process. The original amount proposed by Mayor Allaire is what he requested for department heads for increases. City Departments are not going up by 1.3%, as they are largely driven by contractual union raises. Outreach is helpful and some outreach is more valuable than others. William Notte made suggestions about certain members of the Board of Aldermen and discussion was had assigning Board members to contact certain Aldermen. Randal will send talking points. Nancy Wennberg will abstain from an activist role during this process, given a potential conflict of interest with her husband as a City Department head.

The full Board of Aldermen will consider the budget, more likely than not, during the week of December 17th. Based upon the November 27th meeting and encouragement for Board attendance during the week of December 17th, it was

unanimously decided that the Board will not have a formal meeting during the month of December.

Personnel: Reserved for Executive Session

Development: First mailing has been sent and the efforts to streamline and correct the contact list continues. One of the former interns is going to help balance spreadsheets used to ensure that second mailing is not duplicative of first mailing. Looking to do a business mailing during the first quarter of 2019. Annual appeal goal is \$30,000.

Considering ideas for new fundraiser to replace mini-golf. There is some discussion of a variation of a murder mystery perhaps with community celebrities' participation.

Building: Still waiting for report from NBF. Board member Chris Booth assisted with the sound system for the November First Wednesday which worked well in tandem with the stage lights. The Fox Room was reconfigured to maximize acoustics and was well received.

Policy & Planning: Did not meet.

Personnel: At 5:57 p.m. a Motion was made by Heather Cooper to go into Executive Session to discuss personnel matters. The Motion was unanimously approved after being seconded by William Notte. Discussion followed. Board emerged from executive session at 6:26 p.m. upon which the Board unanimously approved the review of Randal Smather's first sixteen months as Executive Director and authorized the personnel committee to discuss the review directly with Mr. Smathers on motion of Heather Cooper as seconded by Kay Jones. The Board further approved a delegation of remuneration to the Finance Committee after the conclusion of some market research by Personnel upon motion of Kay Jones as seconded by Jennifer Bagley.

Adjournment: Upon Motion of Heather Cooper.

Next Board Meeting: January 16, 2019 at 5:15 p.m.