

# RUTLAND FREE LIBRARY BOARD OF TRUSTEES

September 18, 2019

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

**Attending:** Jennifer Bagley X; Chris Booth X; Barry Cohen X; Heather Cooper X; Clare Coppock A; Sharon Courcelle X; Anita Duch X; Sherri Durgin-Campbell X; Kay Jones A; William Notte A; 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):

**Introductions:** The Board met Jessica Shurlow, the new Teen Services Librarian who gave the Board some insight as to what she is doing within the community to raise awareness of new programming designed specifically for Rutland area teens. She has worked collaboratively with the coordinators of the EPIC and Tapestry programs of the Rutland Public Schools. Game programming is beginning this week.

**Potential new Board members** Allyn Kahle (Ira) and Catherine Picon (Rutland City) who were auditing the meeting were introduced to the Board and the Board members, in turn, introduced themselves and the municipality they represent.

**Acceptance of Meeting Minutes:** The Minutes from the Board meeting on August 21, 2019 were reviewed. Attention was drawn to inaccurate slate of officers. As amended, the minutes were unanimously approved on motion of Nancy Wennberg, as seconded by Heather Cooper.

**Financials (report and committee):** Barry Cohen presented the financials. The Profit and Loss Budget Performance report as provided to the Board was reviewed with particular attention given to a comparison of the current year's fiscal year to date and the previous year's fiscal year to date. The income from the supporting towns is currently being reported on an accrual basis rather than a cash basis. The expenses reflected for benefits are largely due to an additional BCBS payment in August.

There is also a report of the perpetual trust income that currently reflects a loss.

The financial report was unanimously approved by the Board on the motion of Sherri Durgin-Campbell, as seconded by Barry Cohen.

AM Peisch and Company, LLC has just completed the year end compilation and they have done an outstanding job.

**Director & Assistant Director Updates:** Assistant Director Amy Williams reported on the final report and debriefing with BROCC regarding summer lunches and how the program may run smoother at the Library in the future. The Library will participate in the program next summer.

Executive Director Randal Smathers focused his report on three primary items. He participated in a Labor Management Meeting this month, the minutes for which will be shared with the Board after they have been provided and approved by the Labor Management group that participated in the meeting first.

The building is in need of emergency repairs. Prior to turning on the heat this Fall, the boilers need approximately \$7,000.00 worth of repairs for the replacement of pipes and a new electrical board. This is an emergency repair that is time sensitive. Mr. Smathers will be discussing the

emergent need for repairs with the City as soon as there is a mutually agreeable time. At such time, the budget will be discussed.

In connection with building needs/assessments, Mr. Smathers circulated a document with competing views among the staff and Mr. Smathers for the placement of the children's area. Staff members Caroline Marotti and June Osowski were present. They each confirmed Mr. Smather's report that the staff building committee has been working diligently. June Osowski, as the children's librarian, requested that the square footage of the children's area not be reduced from its current square footage. While no resolution on the views of the placement of the children's area was intended for the meeting, their input was greatly appreciated by the Board. The Board noted the importance of the staff's collaboration on the use of the Library's space.

The Board reviewed the Fiscal Year 2020-2021 budget (beginning July 1, 2020) in preparation for the presentation to the City in anticipation of budget season. The Budget contemplates a 2% increase. Discussion was had about the various expenses of the Library. Mr. Smathers specifically recognized Tiaunna Bevins and her ordering skills. She is so diligent at controlling costs and getting deals that the decrease in administrative costs is a direct result of her hard work.

The Board unanimously approved the Fiscal Year 2020-2021 budget on motion of Jennifer Bagley as seconded by Sherri Durgin-Campbell.

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

**Executive:** The Executive Committee met to discuss the upcoming annual meeting of The Rutland Free Library Association, Inc. and specifically, a change to its by-laws to be noticed and voted on in October.

The proposed change is in Section 1 of the Bylaws:  
Membership in the Rutland Free Library Association, Inc. (hereinafter "association") shall be available to anyone over eighteen years of age who shall apply for membership on the appropriate form. *At their election, employees of the Rutland Free Library may become members of the Association, upon request, for the duration of their employment.*

The proposed change was unanimously approved on motion of Sharon Courcelle as seconded by Anita Duch.

**Personnel:** The Personnel Committee reported on the continuing job description discussion with the Union which will be further discussed in the coming month's meeting. Mr. Smathers relayed an event where a staff member reported hearing a Board member comment on Collective Bargaining Agreement. The Board was reminded that mutual respect between the parties to the CBA, i.e., the Board and staff, is expected.

**Development:** Is working toward this year's capital campaign. The campaign will continue the story theme involving a young family with six kids who uses the library often. A discussion was had about including a newsletter of happenings at the Library with the capital campaign.

Tables of Content is beginning to organize for the April/May 2020 event. Maureen White and Kathy Harm are passing the torch to former Board member, Betsy Reddy. Three or four more members would be welcome, and the first meeting is scheduled for Monday, September 23, 2019 at 10:00 a.m.

**Building:** Will be meeting to discuss emergency needs on October 10, 2019 after 4:00 p.m. Jennifer Bagley will notify members of the committee when the meeting will occur.

Barry Cohen, chair of the ad hoc building committee, presented a summary that synthesizes and presents an overview of the building needs. It reflects the capital needs, as estimates. It includes the infrastructure of the building with a separate category for the third floor that is the subject of current discussion with the Preservation Trust.

The summary was well received and will help to focus discussions moving forward.

**Policy & Planning:** Did not meet. Will reschedule.

**New Business:** There was some discussion had about the correct contact information for various Board members as provided. The incorrect information will be corrected, and the contact information recirculated at that point.

**Adjournment:** Upon motion of Heather Cooper at 7:00 p.m.

**Next Board Meeting: Wednesday, October 16, 2019 upon conclusion of the Annual Meeting of the Rutland Free Library Association, Inc. which begins @ 5:15 pm**