

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

November 20, 2019

Meeting at Rutland Free Library Fox Room

Attending: Jennifer Bagley _X_; Chris Booth _X_; Barry Cohen _X_; Clare Coppock _X_; Sharon Courcelle _A_; Anita Duch _X_; Sherri Durgin-Campbell _X_; Allyn Kahle _X_; William Notte _A_; Ed Ogorzalek _X_; Catherine Picon __X_; Stephanie Romeo _X_; John Wallace _X_; Nancy Wennberg __X_; Randal Smathers _X_; Amy Williams __A (X is present, A is absent)

Presiding: ___Ed Ogorzalek__ Secretary: __Clare Coppock_____

Agenda Addition(s):

Acceptance of Meeting Minutes: The minutes of the Oct. 16, 2019 meeting were unanimously approved on motion of Sherri Durgin-Campbell, seconded by Nancy Wennberg

Financials (report and committee): Barry Cohen presented the financials reviewing the income statement highlighting the notes in yellow. We had an unexpected donation of \$39,000 from Ann Ryan Trust, the unanticipated architect expense of \$13,000, minor variations in staffing budget/benefits, but overall there is a positive cash flow. Nancy Wennberg moved to authorize the financial report, seconded by Chris Booth and unanimously approved by the board.

Director & Assistant Director Updates: Randal Smathers reviewed his report, mentioning his attendance at the statewide summit for directors of libraries in VT. Randal noted that his public desk hours were higher than his peers which Randal attributes to covering for sick leave and allowing staff to inventory and clean up records. The staff has identified the necessity of weeding over 6000 titles from what inventory should be. Randal represented the library at the Elks Club Trunk or Treat Halloween event which was a resounding success as he gave out 388 books to participants. Insurance benefits are being signed up for by staff with minor if no changes. Circulation and patron use statistics continue to look strong. Amy Williams was unable to attend, but Randal highlighted in her report that Macmillan ebook access for libraries has been severely limited. There is a lot of discussion nationwide amongst libraries as to how to address this issue.

Committee Reports and Actions:

Executive: a request for proposal has been sent to 3 law offices to work on a request for “clarification of position” to change what was the “bookkeeper” position, but is now “fiscal officer” position to a management position and therefore removed as a union position. It is felt that this is necessary as the fiscal officer has access to personnel files and other responsibilities beyond a bookkeeper role.

Personnel: .Stephanie reported that Sherri, Allyn, and Nancy have been added to the committee. They will meet Monday, Nov 25th at 5pm

Development: Nancy reported that 10 volunteers helped stuff around 800 envelopes for the annual appeal on Saturday, Nov 9th from 9-12. The mailing list was updated. Randal mentioned the mailing did not meet the standard size as determined by the post office so each cost \$1.00 to send as opposed to \$0.65. This was noted for next years mailing.

Jennifer reported on the work being done in preparation for the May 1st "Table of Contents" event. The committee has split up the list of big sponsors to solicit donations. A \$2000 donation gets 2 seats and an autographed book. Will is contacting potential authors for the event.

Building: Catherine noted discussion revolved around about \$46,000 worth of repairs/expenses involving 3 issues currently on the slate. 1.) Two bids, one for \$16,000 the other \$18,000 have been received regarding the railing for the stairs. This is work on the front stairs from the 3rd floor to the basement, and the back stairs not including the basement. The bids have been sent to NBF architects to compare the work proposed. 2.) Boiler work is being done by Lohsen Plumbing. The pipe work is done and the boiler work is to be done the first 2 weeks of December. This will allow the normal use of the two boilers to be alternated by week, with both operating during extreme temperatures. 3.) AC work will be done in the spring.

It was discussed that all work being addressed make sense in regards to future upgrades being made to the building.

Ad Hoc Capital Renovations Committee: Barry requested that the board approve the committee's recommendation to move the children's room to the current Lawrence reading room as designed by the architects. Sherri clarified the improvements would:

1. improve visibility/sight lines of the children's space
2. all "WOW" factor to the children's space
3. allow for a teen space
4. maintains historical nature of the space
5. combine help/reference desk
6. fix HVAC system (potential for heat pumps)
7. limit casual adult use of the children's area

Sherri moved to approve the recommendation to move the children's room as discussed. Catherine seconded the motion. All present approved with the exception of John abstaining

The committee will begin to look at other improvements to include in the capital renovations request.

Policy & Planning: John is awaiting proposals from Joan Gamble and Kathy Letendre to help work on developing a strategic plan for the future.

New Business: None

Adjournment: 6:20PM

Next Board Meeting: Wednesday, December 18, 2019 @ 5:15 pm