**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**3/18/2020**

**Meeting at Rutland Free Library Fox Room**

**Attending:** Jennifer Bagley \_x\_; Chris Booth x\_\_\_; Barry Cohen x\_\_; Clare Coppock \_x\_; Sharon Courcelle \_x\_; Anita Duch \_x\_ ; Sherri Durgin-Campbell\_x\_\_; Allyn Kahle \_x\_\_; William Notte x\_\_; Ed Ogorzalek \_A\_; Catherine Picon \_x\_\_; Stephanie Romeox\_\_; John Wallace\_A\_; Nancy Wennberg \_\_x\_\_; Randal Smathers\_x\_; Amy Williams x\_\_ (X is present, A is absent)

Presiding: \_\_\_\_\_\_Sharon Courcelle\_\_\_\_\_\_\_Secretary: \_\_\_\_\_\_\_\_Clare Coppock\_\_

**Agenda Addition(s): Heather, Caroline, Janet, Ron and Karen (RFL staff) also here**

**New Business: employees (Ron) thanked the board for doing what is right for the staff, to keep them healthy, by closing the library and maintaining their pay**

**Acceptance of Meeting Minutes:** The minutes of the February 19, 2020 meeting were appproved on motion of Stephanie Romeo, seconded by Barry Cohen.

**Financials (report and committee):** Barry Cohen presented the February financials, stating all is stable and routine as revenues came in as planned, expenses as planned, with the same variances as seen in previous months. Expenses for technology is shifting as downloads increase and dvd purchases are down. We received an additional contribution of $5000 which brings our total close to $40,000...which is good, as $30,000 was budgeted. This resulted in the decision not to send an additional solicitation mailer to those who had not responded.

Repairs to the building are on budget. Overall we have a favorable budget.

Barry handed out an RFL Cash Flow statement which is a greatly simplified exhibit of how we stand with our cash flow, answering the question of whether we can pay our employees, now that we are “closed”. Monthly Total Uses are $84,209 vs Total Sources of $76,466. There is a negative variance of $7743, but we have enough cash to cover that variance.

Good News!!!!! Bank of America responded to the request from the Fox Fund Endowment participants to rebalance the fund from 77% stock to 60% stock. There was good collaboration with our partners RRMC and Grace Church so we will use this momentum in the future for future tuneups in our strategy. Kudos to the Finance Committee for getting this done!!!

**Director & Assistant Director Updates:**

Randal: 1st time closing facility due to pandemic. Particular thanks to Caroline and Amy as decisions were made as to what to do. Difficult for staff to know exactly how to operate.

As of today, the lobby is “air-lock”...materials can be brought in, left for 4 days, as that is the time period for the virus to be “live”, then returned to stock. The library staff will follow guidelines as proscribed by the schools. Working on thinking of ways to continue to provide more services “on-line”....decrease wait time for downloadables. Randal will be updating the website to acknowledge these changes/updates. Plan is to move as many of our services on line as possible. A curbside system is being developed. (addendum, the curbside services, all physical circulation has been stopped and the library has shut down as of 3/24/2020, providing only online and telecommunication services by the staff)

Assistant Director, Amy: The staff participated in a ½ day training with Bill for active shooter training. The staff had plenty of opportunity for feedback.

Amy listed 3 positives: 1) programming stats will be through the roof for next year

2) Continuing to take ideas/concerns by staff….taking this as an opportunity to be gloriously, creatively and responsibly relevant. So far 5 pages of ideas have been received from staff

3) Working with critical thinkers has brought forth many positive ideas

During the shutdown, phones are being staffed 10-5 for reference questions/email etc.

**Committee Reports and Actions:**

**Executive:** Sharon: didn’t meet….

**Personnel:** .Stephanie reported the need to go over and adopt a “Sick Bank” policy. This needed to be written to meet the needs of all, and to make it official. The issue of how to “cap” the bank, ie: if personnel donated, but no one has needed to use it, was discussed but no decision was made as to how to address this. Jennifer made the motion to adopt the policy as written, with an addition to include a cap per Darby’s input. Catherine 2nd the motion which was approved unanimously.

**Development:** Jennifer reported on the decision of the Table of Contents committee to postpone the event until Friday, Sept 18th. It was suggested to get this date on the Chamber of Commerce calendar as soon as possible. Letters have been drafted to the authors who have accepted, another to those who were not able to come..to see if they can accommodate the new date. Letters are being sent to sponsors requesting the opportunity to “hold” the money. $13000 has been received so far, of which $3000 has been spent. Luckily, the programs/invitations had not gone to press yet. Caterer is also being contacted, to hold the deposit. Budget for the event is $35000 gross, with net $20000. Committee will continue working behind the scenes to make this happen.

With the $10000 over annual campaign received, the decision not to send another solicitation letter was made as reported in the financial report.

**Building:** nothing to report

**Policy & Planning:** nothing to report

**New Business:**

Barry made a motion to go into executive session, 2nd by Sharon at 6:PM.

Will made a motion to leave executive session, seconded by Jennifer at 7:13PM

Meeting adjourned at 7:15PM