**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**6/17/2020**

**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\_\_A\_; Allyn Kahle \_X\_\_; William Notte \_X\_; Ed Ogorzalek \_X\_; Catherine Picon \_X\_\_; Stephanie Romeo\_X\_; Nancy Wennberg \_X\_\_\_; Randal Smathers\_X\_; Amy Williams \_X\_ (X is present, A is absent)

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

**Agenda Addition(s): none**

**Acceptance of Meeting Minutes:** Will made a motion to approved the minutes from the 5/20/20 meeting, seconded by Jennifer and approved unanimously

**Financials (report and committee):** Barry gave the financial report reviewing the reports provided by Darby. Financially we are doing as expected with the reduced services due to Covid-19. Tax support continues to be received, Fox Grimm Funds are on target, and donations are continuing. Staff expenses have been decreased, due to layoffs. Book and technology expenses are anticipated to increase. There are two major building repairs/expenses with the replacement of the air conditioning system and work on the storage room. The office renovations which had been planned along with the storage room are not being done, so the $7500 expense approved at last meeting will come closer to $4700.

Barry pointed out the “unrestricted cash” on the balance sheet is down as expected with the closing. He did point out that the value of the Nella Grimm Fox Fund at the end of May was favorable as this is what next years’ payments are based on.

**Director & Assistant Director Updates:** Randal reports that the opening of the library following Covid-19 guidelines has been a constant everyday struggle that has been met with the admin team and staff doing a wonderful job of addressing all of the issues in a collaborative spirit. The most troublesome issue has been the restroom use as the requirements move the library from a “low-risk” Covid-19 business to a “medium-risk”. The current plan is to require a patron to provide their name prior to receiving the key to the bathroom. The form is very specific that the name provided will only be used for contact tracing if an outbreak occurs and is traced to the library.

Other systems in place to follow Covid-19 guidelines include mask requirements, (Chris Louras from Foley Industries provided ½ a pallet of equipment/supplies for mask, cleaning supplies, and other Covid-19 supplies...THANK YOU). Staff is required to have temperatures taken and assessed for flu symptoms on arrival to work.

Current number of patrons allowed in the library is 10. The number chosen to keep things manageable and the reasoning behind this number is posted in the lobby.

Who is currently using the library? patrons coming to pick up books put on hold (some are still choosing the concierge service), a few patrons who are “browsing”, and lots of patrons coming for the use of the printer. The library can’t accommodate the lounging/relaxation patrons, and has been providing the Rutland Herald to take home to these patrons.

Amy provided a visual with a laundry list of items/details to be addressed due to Covid requirements. The staff have been highly, actively, participating in problem solving as these details come up.

**Committee Reports and Actions:**

**Executive:** nothing to report

**Personnel:** .nothing to report

**Development:** Catherine reported on the work being done by the committee to fine-tune the Table of Contents revision. A series of 8 “Zoom” events are being planned with authors and moderators allowing a discussion of their books. So far there has been a good response from authors. PEG-TV has agreed to allow their facilities for local authors. This is not a fund-raising event, but we will be acknowledging those sponsors from TOC. Will advised most authors like to have these types of events at the time of a new book release. He also said Phoenix Books would like to work with the library to offer either a 20% discount directly to the patron, or a 20% contribution to the library from book sales as a result of these events.

**Building:** as reported in the financial report, current work includes the AC work which hopefully will be done in early July and the renovations to the 2nd floor storage room.

**Policy & Planning:**  Will has agreed to lead this committee which will be meeting on the 4th Monday of every month, starting the 22nd of this month

**New Business:** Will made motion to go into executive session to continue discussion on a potential contract issue at 6:05. Jen seconded. The board came out of executive session at 6:32 on motion from Anita, seconded by Stephanie.

**Adjournment:** 6:33PM

**Next Board Meeting: Wednesday, July 15, 2020 @ 5:15 pm**