**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

 **7/15/2020**

**Meeting at Rutland Free Library Fox Room/Zoom**

**Attending:** Jennifer Bagley \_A\_; Chris Booth \_X\_\_; Barry Cohen \_X\_; Clare Coppock \_X\_; Sharon Courcelle \_X\_; Anita Duch \_X\_ ; Sherri Durgin-Campbell\_A\_\_; Allyn Kahle \_X\_\_; William Notte \_A\_; 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:** Chris made a motion to approve the minutes from the 6/17/2020 meeting, seconded by Catherine and approved unanimously.

**Financials (report and committee):** Barry reviewed the financial numbers provided by Darby for the fiscal year which ended June 30, 2020. The year ended with a good financial picture. Overall the operational income was over-budget by $18K+, even with the cancellation of TOC. Some of this boost can be attributed to a one time donation of $39K from the Ryan Trust.

The benefits and material expenses were 6% less than budgeted for resulting in an overall operating profit of $86K+. This puts us in a very good place starting the new year.

Barry then reviewed the balance sheet, highlighting a very strong picture with good cash on hand and access to investment money if needed.

**Director & Assistant Director Updates:**

Randal: the library continues to adapt on a regular basis. The plan is to decouple admin/staff from the front door, and to gradually increase the number of people allowed in the library. This hasn’t been an issue due to the current 30 minute time limit on the computers, and no air conditioning. Happily, circulation numbers are up, patrons are comfortable getting books. A potential future problem may be the popular concierge service. VPR and WCAX have both been on site and helpful in getting the word out that the library is open.

Randal just finished writing a grant for $¼ million from the Jerry Klein Community Impact Fund.

Amy: “Outside the Boxes” program has been this year’s school lunches program challenge. The expected arrival number of 30 boxes exploded to over 600 boxes. Distribution was a challenge and currently there are over 400 unclaimed boxes available. These boxes are aimed at children ages 5-12. Catherine asked a question about the “Collection Policy”. Amy described it as a policy that staff has been working on for a long time. It basically is a policy of “how the library chooses what they choose to carry”. The policy outlines the criteria of why a book belongs in the library collection.

**Committee Reports and Actions:**

**Executive:** will be discussed in executive session

**Personnel:** Stephanie reported the committee hasn’t met, will meet tomorrow to discuss with Heather services needed for a union issue

**Development:** Catherine reported we have 4 confirmed authors who will be participating in Zoom events sponsored by the library, including 2 YA/children authors (Julie Berry and Christian Heidicker), Alison Bechdel and Peter Hogenkamp.

**Building:** Randal reported that Ron is getting the storage room ready with a functioning sink and shelving, and the electrician expected soon. It is close to being done. Then the stuff currently being stored in the Fox Room will be sorted and put back into the storage room.

**Policy & Planning:** Amy reported the meetings have been moved to the 4th Monday of the month. The first two policies identified to discuss are the “Card Use Policy” and “Electronic Resources Policy”.

**New Business:** Stephanie moved the board go into executive session to continue discussion on a contract issue at 5:53pm. The board came out of executive session at 6:18pm

**Adjournment: 6:19PM**

**Next Board Meeting: Wednesday, August 19, 2020 @ 5:15 pm**