**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**8/19/2020**

**Meeting at Rutland Free Library Fox Room**

**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 \_X\_; Ed Ogorzalek \_X\_; Catherine Picon \_X\_\_; Stephanie Romeo\_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): None**

**Acceptance of Meeting Minutes:** Nancy made a motion to approve the minutes from the 7/15/2020 meeting, seconded by Ed and approved unanimously

**Financials (report and committee):** Barry reviewed the financials for July noting that the budget is stable. User fees are lower, as expected due to Covid, contributions are also lower. We did receive a $500 donation from “Shark and Sparrow”. Randal has acknowledged it with a thank you. Staff/benefit reductions are not as low as had been expected from the layoffs/reduced staff hours due to unemployment having to be paid. Material spending is picking up, especially electronics. General administration costs up due to postage expenses mailing books back to other libraries. We had reduced the budget by 5% in anticipation of changes from Covid, so we are still looking good. Endowment information was updated and presented. A.M. Peisch reviewed the accounts and all looks good for filing the 990 tax return in October.

**Director & Assistant Director Updates:**

Randal: No feedback yet on what the budget expectation will be from David Allaire for FY 2022. Reviewing our stats, we were the 2nd library in the state to reopen and are running about two times what other libraries are doing, running about 70% of our circulation history. “Curbside” service has increased staff utilization. Online borrowing has increased 12% and a further rise is anticipated. Electronic wait times are shortened with increased purchase of electronic materials. We may need to redesign our website with the changes from Covid.

Amy: working on how to bring back volunteers/friends, with a goal of the end of September. There are many issues to address, including need for a waiver, space limits, temperatures, masks, wiping down surfaces, etc. There is a lot of interest from volunteers, but much needs to be done before they can start back up again. Darby and Amy did a Covid HR webinar to help determine how to address vacation issues (quarantine needs upon return) and other areas.

**Committee Reports and Actions:**

**Executive:** Sharon: addressed filling John’s vacated position on the board. Introduced Olivia Tipton who will be voted on at next month’s board meeting. Olivia has already stepped in and been very helpful on the ad-hoc building committee.

**Personnel:** Sharon: didn’t officially meet

**Development:** Catherine: met last week, am working on fine tuning the author series “Vermont Bound-Conversations with Authors”. Five authors are lined up for the fall, and each event will provide an opportunity to acknowledge “Table of Contents” donors. Chris showed a graphic he has designed for the event. All were suitably impressed.

**Building:** Randal: work is almost done in the storage room. A large stone chunk fell off the front steps. There is still no air conditioning and no word from the plumber as to timing. Most of the summer is past, and the state doesn’t really advise use of air conditioning due to Covid, so currently just sitting on this $12,000 budgeted expense.

**Policy & Planning:** Will discussed the wording on who can obtain a library card. Will made a motion to change the wording to include individuals residing, or owning a home or business in the tax participating city/towns to be eligible for a free library card. Nancy 2nd the motion and it was unanimously approved. Next meeting, the policy for children using computers without direct parental supervision will be addressed.

**New Business:** Barry moved the board go into Executive Session to continue discussion on a contract issue at 5:59pm. Will amended to include both Olivia and Amy to be allowed to participate. Nancy seconded. The board came out of executive session at 6:19pm

No other unfinished or new business.

**Adjournment: 6:20pm**

**Next Board Meeting: Wednesday, September 16, 2020 @ 5:15 pm**