**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**10/21/2020**

**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\_ ; Allyn Kahle \_\_X\_; William Notte \_X\_; Ed Ogorzalek \_X\_; Catherine Picon \_X\_\_; Stephanie Romeo\_X\_; Olivia Tipton\_\_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:** Jennifer moved, Ed seconded and the 9/16/2020 minutes were approved unanimously.

**Financials (report and committee):** Barry presented Sept. results which are very close to budget. Revenue is down a bit, expenses on target with more being spent on electronics, with a one time fee for a future streaming service. The Vanguard portfolio was rebalanced from a 60/40 mix to treasury notes with a flat return. Anita moved, Will seconded and the budget report was approved unanimously.

**Director & Assistant Director Updates:**

**Randal** reported the biggest challenge this month is “how to button up the building for winter” to maintain safety for both patrons and staff. The staff is feeling worried and no clear guidelines are coming from either the state or the federal government. The goal is to maintain a “low risk environment”. If state cases go up, the library may need to go back to curbside services. Ron did rig a circulating air system with a filter and Randal purchased a couple of air purifiers, but it isn’t clear how/if these will keep the library safe.

**Amy** reported that she has been working on introducing volunteers back into the library. The original intent was for the volunteers to start Thursday, Oct 22nd, but the staff Health/Safety committee sent a 2 page email with detailed questions/concerns regarding volunteers. Needing to address the anxiety of staff, the volunteer program start has been postponed to Monday. Six volunteers have agreed to the terms required of them to work in the restricted Covid environment.

**Committee Reports and Actions:**

**Executive:** met twice to discuss items which will be brought up in executive session

**Personnel:** Nothing to report

**Development:** VT Bound: the first interview with Peter Hogenkamp is done, the link is available on RFL’s facebook page and website. The poster advertising the program is at the printer. Jennifer will pick them up tomorrow and distribute them around town. The next two events are with school groups so might not be able to be recorded for sharing. The Annual campaign postcards are at the printers. The plan is to send them out after the election.

**Building:** the AC was not fixed this summer. The heat is on and hopefully the 3 room-sized air purifiers will help keep the Covid virus at bay.

**Policy & Planning:** there wasn’t a quorum at the last committee meeting so the confidentiality of patron records policy will be addressed at the October meeting.

**New Business:** Barry introduced the proposed budget for FY 2021/22. In summary, the revenue is 0% flat with the current budget in anticipation of level funding from the cities and towns. Overall total expenses are down 5%, due primarily to personnel retirements. There is a budgeted 5% increase in library materials and programs, with electronics (downloadables and streaming services) making up most of the increase.

Will made a motion and Nancy seconded to restore and pay retroactively the 5% paycut which the administrative staff took at the advent of Covid. It was approved unanimously.

Will made a motion to go into executive session, to include Amy, at 6:43. Barry seconded the motion.

Will motioned/Barry seconded coming out of executive session at 7:00

**Adjournment:** Meeting adjourned at 7:02

**Next Board Meeting: Wednesday, November 18, 2020 @ 5:15 pm**