

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

June 17, 2026 5:15PM

Meeting at Rutland Free Library Fox Room

Attending: Ann Bannister __X__ ; Gabi Bourassa __X__ Clare Coppock __X__ ; Leonard DeLorenzo __X__ ; Fern Fryer __X__ ; Russell Glitman __X__ ; Patrick Griffin __X__ ; Jeanne Kirbach __X__ ; Kevin Klamm __X__ ; Carolyn Meub __X__ ; Matt Olewnik __X__ ; Joanne Pencak __X__ ; Cathy Reynolds __X__ ; Cathy Solsaa __X__ ; Randal Smathers __X__ ; Bill Wiles __X__ ; Amy Williams __X__ (X is present, A is absent)

Presiding: Clare Coppock

Secretary: Gabrielle Bourassa

Guests: N/A

Agenda Addition(s)

- Board online calendar.
- Executive session: personnel/Director's evaluation.

Acceptance of Meeting Minutes

- Lenny moved to accept the meeting minutes from May, Carolyn seconded. Passed.

Financials (report and committee)

- Running smoothly; Friends of the Library remain a strong income source (new copy machine, staff bonuses).
- Annual campaign ahead of budget.
- Murder by the Book: gross \$20,300, expenses \$4,000, net \$16,300.
- Cathy S. moved to accept the financial report, Carolyn seconded. Passed.

Committee Reports and Actions

Executive:

- Discussed Director's evaluation; approved partnership with Come Alive Outside (Library of Things) at \$5,000/year, to be reevaluated annually; new website on schedule for July 1st launch.

Nominating/Governance:

- Discussed new board member orientation updates — physical/digital orientation documents, mentor program, staff meet-and-greet, and a board member highlights sheet. Feedback to Carolyn.

Personnel:

- Executive Session.

Development:

- Nothing to report.

Policy & Planning:

- Motion made by Kevin that the board accept the Document Retention and Destruction Policy with the additions: to add Strategic Plan, Board Minutes and Donations (at the discretion of the Director) to the “Documents Retained Permanently” and add to the General Guidelines “physical documents requiring destruction shall be shredded on site or by a licensed NAID or certified document destruction contractor” and add documentation of all donations to the “Documents Retained for Six Years” section. Seconded Cathy S. Moved

21st Century Library:

- Discussed finding a capital campaign champion (Carrie Savage a possibility).

Strategic Planning:

- Motion by Kevin to accept the presented Rutland Free Library Strategic Plan 2026-2030 with the replacement of the following language 2d. “Maintain strong fiscal controls by obtaining a clean report from the auditors annually (Chair Finance Committee/Bookkeeper)” to “Maintain cost-effective fiscal controls by establishing and enforcing internal control policies and procedures by Q2 ‘27 that are in reasonable conformity with the Uniform Guidance for federal awards established by the Office of Management and Budget of the United States. (Chair Finance Committee/Chair Policy Committee/Fiscal Officer)” seconded by Lenny. Moved

Building:

- Updates on window grant and oil tank removal to come.

Director & Assistant Director Updates

- Hannah Miller to knit at RFL on September 19th, completing knitting visits to every library in Vermont.
- Summer Reading Club is a staffwide effort; board members are encouraged to participate.
- The governor signed S209, adding public libraries to the list of safe spaces from ICE arrests.

Executive Session

- Entered 6:45pm. Exited 7:12pm.

New Business

- Board online calendar created; to be maintained by committee chairs (or their designees) with meeting dates, times, and locations.

Adjournment: 7:13PM

Next Board Meeting: Wednesday, July 15, 2026 @ 5:15 pm [no meeting in August]