RUTLAND FREE LIBRARY BOARD OF TRUSTEES
Sept. 16, 2026 5:15PM
Meeting at Rutland Free Library Fox Room

Attending: Ann Bannister__A___; 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__A__; Matt Olewnik___X__; Joanne Pencak_X__; Cathy Reynolds__A__; Cathy Solsaa__X__; Randal Smathers__X__; Bill Wiles__X__; Amy Williams __X___ (X is present, A is absent)

Presiding: Clare Coppock **Secretary**: Gabrielle Bourassa

Guest/s: Darby, Casey, Heather

Agenda Addition(s):

Acceptance of Meeting Minutes

- Kevin moved to accept the minutes with a correction to Gina Grove's name spelling; Lenny seconded, and the motion was approved.

Financials (report and committee)

- A large donation was received in July, staffing costs are expected to run slightly higher this year, with some budget overages in building and technology due to an unexpected AC fix and the new website.
- Unrestricted cash is under three weeks of salary, but this is considered acceptable; Joanne and Sharon will develop internal controls at the board's direction.

Committee Reports and Actions

Executive

- Sharon Lewis (treasurer) and Susanne Engels (personnel) are potential new members expected to join and be voted onto the board in October.
- The board approved $5,975 for a Criterium capital needs assessment (via email) and $5,000 to hire Gina Grove as a fundraising/capital campaign consultant (motion by Kevin, seconded by Lenny).
- Randal is compiling resources so others can help maintain the website.

Nominating/Governance

- Reworking the Board of Trustees Handbook and developing a new mentorship/orientation program.

Personnel

- Susanne Engel will join the board and this committee.

Development

- Upcoming events include The Librarians film screening (9/23), the Freedom to Read book club on Daddy's Roommate (10/5), and Halloween parade help from several board members.
- The annual appeal postcard is designed; board members are asked to donate stamps, hand-address envelopes, add 5 names each to the mailing list, and stuff envelopes on Nov. 1.
- Planning for a murder mystery fundraiser will begin in November.

Policy & Planning

- Revising the social media policy.

21st Century Library

- Working with Gina Grove on a communication plan.

Strategic Planning

- Kevin moved to revise Goal 1i's language to say “Build a community support plan for leaving 10 Court Street and building a 21st century library at a new site by end of Q4 2026.” Seconded by Lenny and approved.
- Updates on the strategic plan scorecard were shared.

Building

- The window grant has no time limitation, but a contractor is still needed; the Criterium capital needs assessment report is expected in 3-4 weeks.
- Efficiency VT and Alliance will visit in September to explore heat pump options, and an opinion letter from Wiemann/Lamphere has been sent to the library.
- The back staircase will be enclosed to restrict access.

Director & Assistant Director Updates

- Randal continues work on the FY28 budget, with a final version expected by the October annual meeting.

Exec Session: N/A

New Business: N/A

Adjournment: Clare moved to adjourn 6:57 pm, Bill seconded. Approved.

Annual Meeting: Wednesday, October 21, 2026 @ 5:00 pm

Next Board Meeting: Wednesday, October 21, 2026 @ 5:15 pm