

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

Sept 15, 2021

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 _A_; William Nottle _X_; Ed Ogorzalek _X_; Catherine Picon ___X_; Stephanie Romeo _X_; Olivia Tipton _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 noted Aug minutes were missing the motion, second, and acceptance of the financial report and the Board of Alderman president name to be corrected as Matt Whitcomb. Nancy moved and Jennifer seconded acceptance of the 8/18/21 minutes with the corrections made. Approved unanimously.

Financials (report and committee): Barry reported that 2 months into the new year we are right on budget with revenue and expenses as planned. As expected, program costs are going up after the Covid restraints, and with the new Children's Librarian. Randal has begun the budget process and will have ready in Oct to present to the mayor and the Board of Alderman in December. Last year we presented a flat budget, but anticipate an increase will be needed this year as salaries and benefit costs continue to rise. In addition, a financial audit may be planned which will need to be included in our new budget.

Barry noted the \$6000/year paid to AM Peisch primarily for our fiscal compilation, but also our non-profit tax filing is "money well wasted". In the past year the Library has changed Lawyers & Plumbers, & will likely find a new Accounting firm in the near future. The finance committee will be looking into options for providing this service. Jennifer moved and Catherine seconded the financial report which was unanimously approved.

Director & Assistant Director Updates:

Amy: DVDs are a long and slow dying process. Availability of DVDs is difficult as many are not being produced due to the wide availability of programs on streaming platforms. Kanopy usage has been doing well, and they continue to add volumes. Always keeping an eye out for new streaming options, and we have purchased extra copies of what is available. Supply issues are also making it difficult to purchase books.

Randal: recent chat with Mayor Allaire who said "seems to me we need to buy 2 new boilers". Now that both boilers are not working, decisions need to be made on how to progress. Thrown into the problem is supply chain issues which may impede the availability of an industrial sized boiler to purchase. May need to chain 2-3 household sized boilers to replace Boiler #1 which is dead, and patch the 6 inch hole in Boiler #2 to get us through the winter. Randal's meeting with the city finance committee is tomorrow (9/16), nothing can be done until the city directs us. Masks are required in the building as of 9/7. Is a little harder with compliance. 56% of state libraries are requiring masks. There is an increase demand for meeting rooms. Filters and air circulation improvements have been made in the rooms to help with ventilation.

Children's and Teen librarians set up a fabulous program for Friday Night Live which was well received. Now looking into how programming can be brought into after-school programs like Tapestry, and working with the Rutland Youth project

Catamount Consortium has agreed to trial a new randomized system for choosing which library inventory a book comes from when a request is made by a patron, as opposed to the largest library (RFL) heading the list. This has greatly reduced the daily number of pages of book requests from an average of 6 (with a high of 9) to 3 pages. This should reduce RFL costs in labor, materials, and shipping.

Steamroller Bikes is off to a slow start. Plan to bring to Allen St School to try the track there for increased exposure.

First Wednesdays start in October, with it being virtual. November's First Wednesday event will be live in the Fox Room featuring Sandglass Theater, with a film on Tuesday night before on the Refugee Experience with a panel discussion after, and the Wednesday event will involve participation in a "refugee board game", which will be limited to 30 people.

Committee Reports and Actions:

Executive: did not meet

Personnel: Randal reported he met with the union and they are not interested in allowing us to drop the maintenance position in favor of contracted services. They also want an answer regarding the long term temp circ employee.

Development: Catherine reported the brainstorming that occurred for the Annual Appeal Postcard and the recognition of the staff for its critical role in bridging the gaps to keep the library functional during Covid. The postcard will feature 3 employee volunteers pictured with the key words "Reliable, Adaptable, Innovative". Chris will be taking shots next week. Clare and Jennifer are working on updating the mailing list. Randal will send the list out to the rest of the board requesting they look at it and update any names/addresses they recognize. The goal is to have this ready for the printer by mid-October.

Building: see Randal's report regarding the boiler issues. JJ Brown, general maintenance contractor, showed up last week and fixed the ADA button in the lobby, a fan in the children's area, and added an internet line for credit cards. YEA!

Policy & Planning: Will presented the Flag Policy. Nancy requested clarification on what "community supported" means. Randal explained the need to keep it vague so the library management can make the decision if it supports the library mission as stated in the policy. Will moved to accept the Flag Policy as written, Jennifer seconded and it was approved unanimously.

New Business: Matt Olewnik from Rutland City and Joe Bertelloni from Rutland Town have agreed to join the RFL Board. There are still 2 open positions, one from Rutland City and one At Large who needs to be from one of the 5 participating towns. Suggestions are welcome.

Nancy made a motion at 6:30PM to go into Executive Session to discuss a personnel issue, seconded by Jennifer. Out of Executive Session at 6:52PM

Adjournment: 6:53PM

Next Board Meeting: Wednesday, October 20, 2021 @ 5:15 pm