

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

5/18/22

Meeting at Rutland Free Library Fox Room and Zoom

Attending: Jennifer Bagley _A_; Joe Bertolloni _A_; Chris Booth _X_; Candice Britt __X__; Matt Britt __X_; Barry Cohen _X_; Clare Coppock _X_; Sharon Courcelle _X_; Allyn Kahle _A_; Sarah Marcus __X__; William Notte _A_; Ed Ogorzalek _X_; Matt Olewnik __X__; John Skinner _X_; Olivia Tipton _X_; Randal Smathers _X_; Amy Williams _X_ (X is present, A is absent)

GUEST: Jude Endrizal

Presiding: _Sharon Courcelle_ Secretary: __Clare Coppock__

Agenda Addition(s): none

Acceptance of Meeting Minutes: Sarah moved to approve, Candice seconded, minutes from 4/20/22 meeting unanimously approved.

Financials (report and committee): Barry presented the financials. April was a good month with no unusual problems. Income is right on budget, 88% revenue brought in, 85% expenses spent, with 83% of year passed. Investments are down. We need to spend down \$37,000 from the Fox Fund by years end. Next week an RFP will be sent for an audit. Matt moved to approve, Sarah seconded and approval of financial report was unanimous.

Director & Assistant Director Updates:

Randal: One circ desk position has been hired. Circs are up, building use is up, but then Covid hit and kicked the staff hard. Only 1 librarian staff available to staff the help desk, circ staff are now getting hit. Masking is encouraged, with approx 80% positive response from the public. Covid is taxing the ability to provide services, with the library having to close early both Tues and Wed this week.

The Book Bike has arrived and is on display in the lobby

The Friends of the Library currently has no treasurer

ARPA money will be spent on adult cargo bikes to loan, 2 to be purchased at the expense of approx \$10,000

Amy: has located about 50% of the Nellie Fox items listed in the will. Some seem to be mislabeled, others are definitely missing. Questioning whether the Fox Fund can be used to maintain/clean these items, including cleaning of oil paintings, remounting of watercolors, cleaning of rugs, restoration of furniture. Sarah asked that a copy of the will be provided to the board. Sharon will provide. Matthew requested a list of the items. Bob Pratt should be consulted to see if funds can be used. Some items are not salvageable. Randal expects the cost to be in the \$10,000 range. The board will vote on this expense at the next meeting.

Committee Reports and Actions:

Executive: Did not meet

Personnel: Matthew Olewnik reported the first union negotiation session went well. The second session has been postponed due to Covid. The committee will meet next week to discuss next steps.

Development: Matt Britt reported on the upcoming "Dorr Slam" fundraising event scheduled for June 11th, 4:30-6PM. Discussion confirmed ticket price to be \$75/person, \$130/couple, to include the poetry book, tote bag, and 1 drink. Catering has been secured with Noels Catering, Liz Eaton will do a reading in costume, Sharon will secure beer, Candice wine. Flyer is ready to be distributed and posted on-line. Randal will contact media. Jennifer and Candice are getting door prizes.

Building: Alliance is scheduled to work on the boiler valves, and ready to get the air conditioning up and running. No followup with a mason. The Friends are adamant for a guardrail to the basement before the book sale which is scheduled for June 10-11.

Policy & Planning: Amy reported the "Conflict of Interest" and "Staff Code of Ethics" policies have been presented to the staff with discussion. The P&P committee will address both policies at their next meeting and then it will be presented to the board for approval.

Barry/Matt moved we go into executive session with Randal and Amy to discuss personnel and real estate issues at 6:15PM

Chris/Barry moved out of executive session at 6:28PM

New Business: Olivia is leaving the area so will no longer be on the board. Thank you Olivia for all you have done for RFL. Farewell and Good Luck!

Adjournment: 6:31PM

Next Board Meeting: Wednesday_June 15, 2022_@ 5:15 pm