RUTLAND FREE LIBRARY BOARD OF TRUSTEES
Sept. 21, 2022
Meeting at Rutland Free Library Fox Room and on Zoom

Attending: Jennifer Bagley _X_; Joe Bertolloni_X__; Chris Booth _A__; Candice Britt__X___; Matt Britt__A_;Barry Cohen _X_; Clare Coppock _A_; Sharon Courcelle _X_;Allyn Kahle _X__; Sarah Marcus__X___; William Notte _X_; Ed Ogorzalek _X_; Matt Olewnik_A_; John Skinner_X_; Randal Smathers_X_; Amy Williams X__ (X is present, A is absent)

Guests: Darby Gorham, Heather Ruelke

Presiding: __Sharon Courcelle_____Secretary: ___Allyn Kahle____

Agenda Addition(s): None

Acceptance of Meeting Minutes: Will moved to approve, Joe seconded, minutes from July and August meetings unanimously approved.

Development: Postcard for annual appeal was presented. The front includes many icons from activities of the library in the past year and the reverse includes the appeal for contributions to the annual campaign. Any suggestions for updates should be sent to Candice by Friday when the postcard will be sent to the printer. Randal is waiting on a quote from Quickprint for the envelopes. There was a question, which Candice will check on, if the icon of Vermont with a heart for Rutland is under copyright. Goal to send the annual appeal is usually mid-October. Will suggested we wait until the second week in Nov. so our mailing would not get lost in all the election mailings.

Financials (report and committee): Barry presented 3 reports to the board:

1. <u>Aug 2022 Board Summary</u> Grants category is up about $10,000 due to unspent ARPA funds. Staffing costs for the month are near even due to offsetting decrease from unfilled staff openings and increase from bonuses paid per new union contract. There was an increase in spending for children's programming. Costs were up 30% for electricity compared to last year.
2. <u>Revised forecast 2023</u> There is 12% new spending in the revised budget. Technology line item increased because of website development which is estimated to cost $60,000. Youth programming cost is increasing to take advantage of new programs. Staffing increases include new hires and the 3% bonus in the new contract. Inflationary increases have been built into the administrative and building categories. The increases will be paid for by dipping into the Fox Fund for more funding. Will moved to approve the revised budget, Joe seconded, passed unanimously.
3. <u>2024 Budget</u> There is an increase in the staff budget which Randal stated does not include the extra circ. position unless circulation increases. A 6% increase has been budgeted for the tax support category. The board was encouraged to be involved in emphasizing to the Rutland Board of Aldermen the need for the increase. Attendance at the Rec. Comm budget meeting as well as the Board of Alderman budget meeting was suggested. Because of upcoming March elections, both the mayor and the Aldermen will want to be seen as tough on the budget. Will recommended that a schedule be set up so that not everyone contacts the Aldermen at the same time. Randal will have additional information about the budget after a meeting with the mayor scheduled for tomorrow.

Randal will be sending his annual report to the supporting towns and will make a presentation to any towns that request one. Board members from our supporting towns should also be contacting their selectboards.

Committee Reports and Actions:

Personnel: Committee has set the following priorities:

1. Begin process for reviewing compensation for administration
2. Develop a durable process for Library Director evaluation

Building: Randal had a mason look into the corner of the building that needs work, the roof was also inspected. The downspout is leaking into the brickwork. Some major work needs to be done. The budget forecast for the building will likely be low.

Policy & Planning: Amy presented the revised Patron Code of Conduct Policy. It incorporates comments from the staff and is a compilation of three current policies: Patron Code of Conduct, Unattended Children, and Tobacco-free and Smoke-free Grounds. Randal and Amy will decide how the policy should be displayed in the library. Barry moved, the board passed the new policy.

Director & Assistant Director Updates:

Randal: Encouraged the board to read the full Director's Report. Mentioned efforts to step up out-of-building and out-of-town outreach. Also mentioned the need for long term planning for the library.

Amy: Discussed her work with Dolly Parton Imagination Library. Looking for more sustainable long-term funding for the program. Amy is working on various other outreach programs. Read the Director's Report for more information.

New Business: none

Public comment:

Will moved we go into executive session with Randal and Amy at 6:26PM moved out of executive session at 6:47PM

Adjournment: 6:48PM

Next Board Meeting: Wednesday___Oct. 19, 2022_________@ 5:15 pm