RUTLAND FREE LIBRARY BOARD OF TRUSTEES
August 17, 2023
Meeting at Rutland Free Library Fox Room

Attending: Jennifer Bagley _A_; Joe Bertelloni_A__; Candice Britt__X___; Matt Britt_X__;Barry Cohen _X_; Clare Coppock _X_; Sharon Courcelle _X_;Allyn Kahle _X__; Sarah Marcus__A___; William Notte A__; Matt Olewnik__X____; John Skinner_A_; Ken Watson_A__; Randal Smathers_X_; Amy Williams _X_ (X is present, A is absent)

Presiding: _Barry Cohen___ Secretary: __Clare Coppock

Guests: Amanda

Acceptance of Meeting Minutes: Matt B moved, Candice seconded the approval of the July minutes which was approved unanimously.

Director & Assistant Director Updates:
Randal: There has been way too much excitement this month. He does not know the final outcome of the flood in the basement, after talking to 2 engineers, and waiting for 1 plumber to respond. This is a big concern, as the elevator shaft was found to have water in it, which could cause a short, and thus breakdown of the elevator.

With the weather, there have been several interesting patrons in the library, causing some unusual interactions for the staff.

The grant application is on an indefinite hold. Assurances have been made that the money has been allocated, just not sent out, so is on a holding pattern. “Recovery from flood damage” has been added to the criteria, and how that will affect RFL’s application is unknown. Rutland does need a “dry place” to set up..as recently Red Cross set up in the lobby to help community members affected by the flood, and that may be an angle to approach in the grant application. Clare proposed that a group from the board make a site visit to Middlebury to learn how they have gone about their proposed renovations to their library, as they have very similar issues to RFL, with the library being in an old building, sight/safety are concerns, and children’s area needs upgrading.

Randal provided circulation stats, with July being the 12th month in a row of growth, but numbers are still 1/6th down from pre-Covid numbers 4 years ago.

Kudos to Amanda whose outreach has been great. She is re-evaluating her programs to be most effective

Kudos to Amy for all of her work on the Vermont Collection

Randal is working on FY 25 budget.

Amy: most excited in figuring out age groups of card users, which will help in the planning process for space for renovations

We have not had any direct book challenges as of yet, but the staff feels ready if one does come in. There was a request for a series of Christian children's books which Amy was able to find in another library. Another patron was mis-informed that Christian groups were not allowed to have meetings in library spaces when advised not to leave material in the lobby for pick-up. It was clarified that meeting space is open to anyone, as long as the meeting is all-inclusive for attendees.

Financials (report and committee): Barry reported on the July financials, the first month of the new fiscal year. The balance sheet looks good. DPIL has received several donations, so their financials look good. Amy inquired about the excess funds from the Ira Go Fund Me and Randal reported and shared the proposed project and outline presented by Monika Ganguly-Kiefner with Rutland County Pride Center. Candice moved to approve the financials, Matt B seconded and they were unanimously accepted.

Committee Reports and Actions:

> **Executive:** Clare reported they met last Tuesday and are slowly making progress on the Administrative Staff Policy. Will meet again 9/5 to further discussion and hopefully be able to bring results to the next board meeting.
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> **Personnel:** Matt O reported meeting yesterday to discuss the sick bank proposal from the union. He will be drafting a response to the union reps. Further details will need to be discussed in executive session..
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> **Development:** Matt B is planning the next committee meeting to discuss brainstorming the postcard development for the yearly campaign, with plans to keep it on a similar timeline as last year.
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> **Building:** see Randal's director report
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> **Policy & Planning:** Allyn presented the RFL Association By-laws, with clarifications to include membership availability to employees, though they can't serve on the board of trustees due to conflicts of interest. All language was changed to be gender neutral. Also added was Article II Section 7, the Removal of a trustee from the board of trustees which would require a ⅔ majority of the board. The committee also recognized a missing element from the bylaws as regards what to do if dissolution of the organization were to occur. It was felt this could be deferred until next year.
> Discussion then proceeded on how to address Article II Section 2 regarding the appointment of trustees from the towns outside of Rutland City. The plan is to re-word the policy to include the current board nomination process "in consultation with" each town's select board. This will be brought back to the board's Sept meeting so it can be warned for the Association meeting in October.

Executive Session: Matt O moved/Matt B seconded going into executive session with Randal and Amy to discuss personnel issues at 6:07pm

Candice moved/Allyn seconded going into executive session without Randal and Amy to discuss personnel issue at 6:35pm

Matt B moved/Allyn seconded moving out of executive session at 6:39pm

Matt O moved/ Matt B seconded authorization for Randal to post a 30hr position for a YA/Ref librarian position. Approved unanimously

Matt B moved/ Allyn seconded authorization of a 5% raise for both Randal and Amy, going back to July 1st, 2023, the beginning of FY24. Approved unanimously

Adjournment: 6:41PM

Next Board Meeting: Wednesday__Sept 20, 2023__________@ 5:15 pm