

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

10/18/23

Meeting at Rutland Free Library Fox Room and Zoom

Attending: Joe Bertelloni __X__; Candice Britt __X__; Matt Britt __X__; Barry Cohen __X__; Kevin Coleman __X__; Clare Coppock __X__; Allyn Kahle __X__; Sarah Marcus __X__; Carolyn Meub __X__; Matt Olewnik __A__; Joanne Pencak __A__; Jonathan Reynolds __X__; John Skinner __X__; Ken Watson __X__; Randal Smathers __X__; Amy Williams __X__ (X is present, A is absent)

Presiding: Barry Cohen **Secretary:** Clare Coppock

Guests: Darby Gorham, Amanda Begin

Agenda Addition(s): none

Acceptance of Meeting Minutes: Matt B moved/ Allyn seconded and the minutes from the 9/20/23 meeting were approved.

Financials (report and committee): Barry reported the financials continue to be strong, with 25% of the year passed and both revenue and expenses coming in at 24% budgeted. Program spending is above budget, which is encouraged and able to be covered by the excess Fox Fund money from previous years. It is anticipated the staff expense budget will increase as the open positions get filled. The FY'25 budget is waiting for the mayor's budget request to be finalized. CPA firm Davis and Hodgdon should have the Financial review for FY 22 done in November. Joe moved/ Matt B seconded and the financial report was accepted unanimously.

Director & Assistant Director Updates:

Randal: acknowledged the recent trip to the Middlebury Library with Barry, Amy, Carolyn, and Clare to discuss their renovation and expansion program. This meeting encouraged Randal to meet with Casey Gecha of NBF Architects, Dan Dupras of Engineering Services of Vermont, Charlie Hopkins from VEIC and Dave Mackey from GMP. It was recognized that we are most efficient in our electric use, but less efficient in heating use, burning an average of 6740 gallons of fuel per year, which might increase our chances of qualifying for a MERP grant. Our next step is to get a blower-door test/energy audit. This work should hopefully persuade the city to put money into our city-owned building.

Randal has received several qualified candidates for the two open positions.

Randal made a plea for participants for the Disco Themed Halloween Float to hand out candy.

Amy: acknowledged the new floor scrubber bought with money from the Friends, and that her meeting with Monika from Rutland County Pride confirmed the spending of the funds we allocated to them. The policy committee is working on a new policy to address further funding requests from the library. The Swan Genealogical Notebook project is almost done by Julia Purdy. She will be making a public presentation of the work on Saturday, Oct 28th at 3PM. The on-line access of this information will hopefully be available to the public by March.

Committee Reports and Actions:

Executive: Clare reported that work continues on the Non-union employees policy. The meeting with the Middlebury library director and project leader went very well. They shared a lot of information on their process for their big expansion and renovation

project. Our next steps include committee development, seeking community input/impact, and funding of the project, potentially seeking a bond vote, along with grant applications.

Personnel: No report

Development: Matt B presented the postcard design for the annual appeal. It is hopeful to get it to the printer by the end of next week. Darby confirmed the new addresses received from home buyers is helpful, and sending a second reminder to those who have responded in the past, but haven't sent a donation yet nets a good return.

Building: No report

Policy & Planning: Allyn reported the committee will be working on a new policy regarding library donations. Joe reported all other policies, except for one policy which has been sent to the finance committee, have been updated and put on a 3 year cycle for review.

New Business: Clare read a letter from Val Jones, from the Friends of the Library, inviting all members of the Board of Trustees to visit the library basement during one of the book sales events and included a Friends membership form.

Barry reminded the group to come to the Cocktail Party at the Rutland Country Club on Monday, Oct 23rd at 5:30PM for an opportunity to thank those board members leaving and to welcome the new members.

Adjournment: 6:30PM

Next Board Meeting: Wednesday, November 15, 2023 @ 5:15 pm