RUTLAND FREE LIBRARY BOARD OF TRUSTEES
11/15/23
Meeting at Rutland Free Library Fox Room

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___X___; Joanne Pencak__X___; Jonathan Reynolds__A__; John Skinner__X_; Ken Watson_X__; Randal Smathers_X_; Amy Williams _A_ (X is present, A is absent)

Presiding: _Barry Cohen_ Secretary: _Clare Coppock

Guests: Darby Gorham, Caroline Marotti

Agenda Addition(s): None

Acceptance of Meeting Minutes: Kevin moved to approve, Matt B seconded the minutes from the 10/18/23 meeting and they were approved unanimously.

Director & Assistant Director Updates:
Randal: advised all to read the director's report. Highlights include the record setting programming events, both in numbers of programs and the number of attendees. This success is a building wide effort, led by Amanda, but supported immensely by the circulation staff. The Jazz program presented today was the single best adult attendance program ever at RFL including 40 attendees via stream.
The FY25 budget meeting with the rec committee hasn't been scheduled yet.
Amy's report referred all to the "Working Group Report on the Status of Public Libraries in VT" which is very substantive and all are encouraged to check it out.
Grants: several are out there including a $5000 Financial Literacy grant which was used to allow access to the FINRA database, a potential T-Mobile grant for $50,000 which Randal wants to use to build a small patio next to the ramp that could provide covered outdoor space for WiFi with a permanent roof…with the additional benefit of addressing the flooding issue. Randal would appreciate help with writing/submitting this grant. The state still hasn't provided the application for the building/expansion project. The state is giving each library $20,000 to replace the computer network. Randal expect this to cost us $10,000, and the rest of the $10,000 will be used to improve the phone system
Randal requests attendance at the Board of Alderman meeting in December to support the budget. This will be in lieu of a December board meeting.

Financials (report and committee):
Kevin provided a brief overview of RFL financials. The source of revenue is 91% taxpayers, 7% donations and grants, and 2% user fees. This totalled about $1million for FY 23. 82% of these funds are used for library services and programs, and 18% for general, administration, and fundraising. In addition, the library receives a return on invested funds and payouts from trust funds. As of 6/30/23, library assets totaled $6.5 million and liabilities were $86,533.
October 2023 FYTD financials summary: year is 33% complete and we're at 32% expected revenue and expenses. Variances include the two open positions, and the increased spending on children's programming. The Financial Review from Davis and Hodgen is complete and will

be available to all by the next board meeting. It reports a clean bill of health. Form 990 has been reported to the IRS.
Allyn moved, Matt B seconded to accept the financial report which was approved unanimously.

Committee Reports and Actions:

Executive: Clare reported the agenda was big, still working on the non-union policy regarding pay, FY25 budget, Grant-fundraising, developing the mission for the Renovation/Expansion Committee, orientation for new board members, and committee assignments. Board members are encouraged to contact any of the executive committee as to what committees they would like to be on.

Personnel: Matt O reported the committee is planning to meet on Monday to discuss the Sick Bank policy to define the vision/goals of the policy in response to the union's response to the board approved policy

Development: Matt B thanked Darby, Randal, Amy, staff, and all those who helped get 800 postcards sent. We are actively trying to grow the mailing list, and all board members are asked to add 5 names and addresses to Darby. Allyn has already added several names of IRA neighbors.

Building: nothing to report

Policy & Planning: Allyn reported they did not meet, but will be working on the VT Room policy and the donation policy

Renovation & Expansion Policy: Clare reported the first meeting will occur on Friday at 4PM. The committee has been directed to explore and make concrete recommendations to the board on the future direction of the physical library building with input from the community and staff.

Matt B moved/Candice seconded moving into Executive Session excluding Randal at 6:05PM
Kevin moved/ Carolyn seconded moving out of Executive Session at 6:33PM

Carolyn moved/ Ken seconded to approve a 10% increase in Randal's salary, and an 8% increase in Amy's salary, effective 12/4/2023, the 1st pay period in December. Motion was approved unanimously.

Adjournment: 6:34PM

Next Board Meeting: Wednesday January 17th, 2024 @ 5:15 pm