RUTLAND FREE LIBRARY BOARD OF TRUSTEES
February 19, 2025
Meeting at Rutland Free Library Fox Room

Attending: Ann Bannister__ X__; Joe Bertelloni__X__; Gabi Bourassa__X__Clare Coppock __X_; Leonard DeLorenzo___X____; Russell Glitman __A___; Allyn Kahle __A__; Kevin Klamm___X__; Carolyn Meub__X____; Matt Olewnik___A___; Joanne Pencak__X___; Cathy Reynolds_X___; Cathy Solsaa___X__;John Skinner___A___; Ken Watson___X___; Randal Smathers_X_; Amy Williams __ (X is present, A is absent)

Presiding: Clare Coppock Acting Secretary: Leonard DeLorenzo
Meeting called to order at 1715 hr.

Agenda Addition(s): None

Acceptance of Meeting Minutes:
Motion to approve January 2025 minutes by Mr. Klamm, seconded by Ms. Bannister. No additions or corrections. Motion approved.

Financials (report and committee):
Annual Campaign Contributions reviewed.
Scheduled Applebee's Fundraiser in April date and time to be announced.
Current expenses include Building maintenance, Childrens' Program, Speaker Series, and Website development.
So far, no adverse effects due to Federal Government spending.
Prefer to have three payrolls of cash on hand.Recommendation to develop policy and procedures for internal control (open and close accounts, signing checks, etc.).
Financial Report reviewed by Board and accepted on motion by Ms. Meub and seconded by Ms. Solsaa..

Director & Assistant Director Updates:
Reports by Mr. Smathers and Ms. Williams to be sent as an email.
Branding and website development meeting tomorrow at 1100 hr. Any comments or interest please contact Mr. Smather.

Committee Reports and Actions:

Executive:
Ms. Coppock stated she is working with Ms. Bourassa and Mr. Glitman on new Board member orientation.
Commitment has been obtained from Rutland City and $25,000 is available for Request for Qualifications (RFQ) for architect(s). Board reviewed RFQ and motion to approve and send out RFQ by Ms. Reynolds and seconded by Ms. Meub. Discussion by board. Motion approved.
Recent public forums were well attended. Meeting on February 27 at 1715 hr in Fox Room to review comments from public forums regarding 21st Century Library.
The Board expresses heartfelt and strong "Thank you" to staff for their commitment to keeping the library staffed.

Personnel:

Meeting with the Union regarding negotiations.
Discussed in Executive Session.

Development:
No report submitted.

Building:
As per 21st Century Library review by Ms. Coppock.

Policy & Planning:
Committee is reviewing the Electronic Resource policy.

Board Governance:
Committee is developing a Board member survey.

New Business:
No new business.

Public Comments: Member of public Susan Kersavage did not offer any public comments.

Executive Session: On motion by Mr. Klamm and seconded by Ms. Reynolds the Board entered executive session at 1807 hr to discuss personnel matters. The Board came out of executive session at 1822 hr.

Adjournment: On a motion by Ms. Reynolds and seconded by Ms. Solsaa, themotion to adjourn the meeting at 1825 hr was unanimous.

Next Board Meeting: Wednesday_Mar 19th @ 5:15 pm