RUTLAND FREE LIBRARY BOARD OF TRUSTEES
March 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 __X______; Allyn Kahle _______; Kevin Klamm__X___; Carolyn Meub___X___; Matt Olewnik______; Joanne Pencak__X___; Cathy Reynolds_X___; Cathy Solsaa___X___;John Skinner___; Ken Watson__X____; Randal Smathers_X_; Amy Williams _X_ (X is present, A is absent)

Presiding: Clare Coppock Acting Secretary: Leonard DeLorenzo

Meeting called to order by Board President Coppock at 1715 hr.

Agenda Addition(s): None

Acceptance of Meeting Minutes: Minutes of February 19, 2025 were read. Motion by Trustee Klamm, and seconded by Trustee Bannister to accept minutes. No additions or corrections. Motion approved by Board.

Board President Report: Trustee Committee assignments have been sent out. 21st Century Building Committee update. Appointments with three architectural firms have been scheduled, and a fourth will be scheduled. Trustee Reynolds volunteered to serve on the Architectural Subcommittee. Next scheduled meeting is in the Fox Room March 25, 2025 1230 hr. The report of the *Site Selection Criteria as a Response to Community Input* was reviewed. The Motion to approve by Trustee Reynolds and seconded by Trustee Glitman. Motion approved unanimously. The report of *Decision Making Rules* was reviewed. Documents are available for review at www.rutlandfree.org/civic. Architectural firms will be walking through 88 Merchants Row. Trustees to be invited to attend. Motion to approve *Decision Making Roles* with additions by Trustee Klamm and seconded by Trustee Reynolds. Motion approved unanimously. The report of *Response to Community Input from Forums* was reviewed by the Board.

Financials (report and committee): Trustee Pencak presented Financial Report. Financial Report reviewed by Board. Motion to approve by Trustee Klamm and seconded by Trustee Reynolds. Discussion included review of Fox Fund, building expenses, cash on hand, and capital campaign. Motion approved unanimously. Trustee Pencak presented the *Corporate Resolution/Trust Company of Vermont.* Trustee Pencak read the resolution. Motion to approve *Trust Resolution* by Trustee Pencak and seconded by Trustee Bannister. Board reviewed and discussed the *Trust Resolution*. Motion approved unanimously.

Director & Assistant Director Updates: Assistant Director report was presented and reviewed. Report by Director Smathers was presented and reviewed. The Federal Government funding for The Institute of Museum and Library Services was discontinued. This will directly impact the Vermont State Library (VSL). RFL received $500 from VSL. The future direct impact to RFL is uncertain at this time. A new lawn care contract is in place. Three circuit breakers will be replaced for approximately $2200. Website development continues and may be completed by the end of the fiscal year. National Library Week is April 6-10. *Speakeasy* Gift cards will be distributed to staff. Director Smathers reviewed recent *Rutland Herald* inaccurate and misleading commentaries. A correction to these *Rutland Herald* commentaries will be published in the near future.

Committee Reports and Actions:

Executive: President Coppock presented an Executive Committee update which includes 21st Century Library updates previously discussed. The Strategic Planning Committee meeting will be rescheduled for next month.

Personnel: Union Contract negotiations to be discussed in the Executive Session.

Development: Trustee Watson reviewed committee meeting today regarding fundraising including the Quilt raffle. Quilt (from Maple Leaf Quilters) raffle to be coordinated by Trustee Solsaa. Board approved proceeding with the Quilt raffle. Other fundraising events include Applebee's Restaurant on April 21, 2025 and Speakeasy on April 10, 2025. Trustee Klamm presented the Committee's discussion of developing community relationships and partnering with NGOs, businesses, such as, The Paramount, Wonderfeet Kids Museum, etc.

Building: Reviewed and discussed in 21st Century Library Update.

Policy & Planning: Trustee Bertelloni presented revised Electronic Resources Policy. Motion to approve policy with revisions by Trustee Klamm and seconded by Trustee Meub. Board reviewed and discussed. Motion approved unanimously. Trustee DeLorenzo asked if RFL has a website Privacy Policy. Executive Director Smathers reviewed that RFL currently does not collect personal data on the website. Smathers to review and develop a Website Privacy Policy.

Board Governance: Trustee Meub reviewed and distributed survey of Trustees skills. Results of the survey to follow.

New Business: No new business presented.

Executive Session: Tabled till next month.

Adjournment: On a motion to by Trustee Meub and seconded by Trustee Klamm, the meeting was adjourned at 1830 hr.

Next Board Meeting: Wednesday April 16, 2025 at 1715 hr (5:15 PM) in the Fox Room.

Respectfully submitted by Leonard DeLorenzo.