# RUTLAND FREE LIBRARY BOARD OF TRUSTEES
# April 16, 2025 5:15PM
### Meeting at Rutland Free Library Fox Room

**Attending:** Ann Bannister___X__; Joe Bertelloni__A__; Gabi Bourassa__A__Clare Coppock ___X___; Leonard DeLorenzo__X_____; Russell Glitman ___X___; Allyn Kahle __X___; Kevin Klamm_A__; Carolyn Meub___X____; Matt Olewnik____X____; Joanne Pencak___X___; Cathy Reynolds___X___; Cathy Solsaa__X__;John Skinner_A__; Ken Watson__A__; Randal Smathers_X_; Amy Williams ___X__ (X is present, A is absent)

**Presiding**: Clare Coppock **Secretary**: Allyn Kahle

**Guests:** Jude Endrizal, Heather Ruelke, Amanda Münch

Meeting was called to order by Clare at 5:18 pm.

**Agenda Addition(s):** None

**Acceptance of Meeting Minutes:** Cathy R moved/Ann seconded to accept the minutes of the March 19 meeting with a spelling correction. Motion approved.

**Financials (report and committee):**
Joanne presented the financial reports for March. She noted that the annual campaign was ahead of expectations, but the other fundraising efforts are $9,000 below our target. There is a fundraiser scheduled at Applebee's on April 22nd, which everyone was encouraged to promote. There have been ongoing building expenditures. Programming exceeded budget, but those expenses are paid from the Fox Fund income.

Our investment income has been unstable. JoAnne has a call with our investment advisors on May 5 to learn more about their investment philosophy. We have income from three separate funds, Vanguard, which is an index fund; VCF accounts, which we have control over; and the Nella Grimm Fox Fund. The Fox Fund assets are held by the Bank of America and the proceeds are dispersed to three entities: RFL, Rutland Hospital, and Grace Church. The three groups together have to ask the bank if they want to change the way the funds are invested.
Lenny moved/Cathy R seconded to accept the financial report. Motion approved.

**Committee Reports and Actions:**

**Executive:** Did not meet

**Board Development:** Carolyn thanked everyone for participating in the Trustee skills survey. She identified relative strengths in the areas of K-12 education, nonprofits, and finance. We have some gaps in the areas of communication, advocacy, and fundraising.

**Personnel:** Matt reported that the committee had met four times with the union to negotiate a new contract in the past month and a half. Both parties have exchanged proposals. The next meeting is Wed., April 23.

**Development:** The committee will be meeting next week. They will set a regular monthly meeting date and time at that meeting. Cathy S. is finalizing the details of the quilt raffle.

**Policy & Planning:** Committee met this week and discussed the State Dept of Libraries Model Collection Development Policy. Act 150 required the Dept of Libraries to develop a model policy. The committee compared it with our current Collection Development Policy which was last revised in Feb. 2024. We like the majority of our current policy, but would like to replace the Reconsideration of and Retention of Materials section and form with that part of the state policy and form with a few minor changes. We had some questions about the state policy, so we are collecting more information and plan to present revisions next month.

**21st Century Library:** The Architectural Subcommittee will be meeting with some firms on Thursday and Friday of this week at the Asa Bloomer building, before a final decision is made.

**Director & Assistant Director Updates:**

**Amy:** There were no questions about Amy's written report. She added that she has been working on getting the phone in the elevator fixed. This will cost approximately $2,000. The phone needs to be connected in a certain way to pass inspection.

**Randal:** A request was made that the Lessons from Public Input from the 21st Century Library forums should state that some people said that the library shouldn't move from this building no matter what. The board agreed to Randal adding this comment.

Randal shared examples of possible logos, color schemes and fonts for the new RFL website that is being developed. He will be presenting the same information to the staff. He was asked if the fonts and color schemes met standards for accessibility. He noted that the ADA standards are very rigid, but he was told that the site developer is using standards very close to ADA standards. He will double check. He would like to include a blog on the website and be able to export posts easily to library social media accounts. The timeline for the project is roughly 1) refining the wireframe, 2) presentation of the site to the board, and 3) testing the site, which he thought might be accomplished by August. Anyone with input should email

**New Business:** Cathy R asked if electronic calendar meeting notices could be sent for meetings. Randal said he would work on that for the monthly board meetings. Committees would be responsible for their own notices.

**Adjournment:** 6:19 pm

**Next Board Meeting: Wednesday, May 21, 2025 @ 5:15 pm**