# RUTLAND FREE LIBRARY BOARD OF TRUSTEES
## May 21, 2025 5:15PM
### Meeting at Rutland Free Library Fox Room

**Attending:** Ann Bannister__X__; Joe Bertelloni__A__; Gabi Bourassa___X_Clare Coppock __X____; Leonard DeLorenzo__X_____; Russell Glitman ___X___; Allyn Kahle ___X__; Kevin Klamm_X__; Carolyn Meub____X___; Matt Olewnik___X_____; Joanne Pencak___X___; Cathy Reynolds__X____; Cathy Solsaa__X__;John Skinner_X__; Randal Smathers_X_; Amy Williams _A____ (X is present, A is absent)

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

**Guest**: Jeanne Kirbach, who will be joining the Board in Oct. representing Ira

Meeting was called to order by Clare at 5:17 pm.

**Agenda Addition(s):** Clare congratulated Janet Clapp, the adult services librarian, for receiving the Green Mountain Award from the Vermont Library Association at its annual conference in Killington on Monday.

**Acceptance of Meeting Minutes:** Clare summarized the minutes from the April 24th meeting of the board with the 21st Century Library Committee. Cathy S moved/Cathy R seconded to accept those minutes. Motion approved. Cathy R moved/ Lenny seconded to accept the minutes of the April 16 Board Meeting. Motion approved.

**Financials (report and committee):** Joanne reported receiving approximately $150 from the Applebee's fundraiser and $100 from the Chipotle fundraiser. She pointed out ongoing building costs, costs related to development of the new website for which the final payment will be next year, and concerns around the investment income because of current uncertainty in the market. She stated there were no big surprises in the Balance Sheet. She highlighted the need for more fundraising events and suggested an annual event would show the voting public that we were doing our part toward fundraising. Cathy S moved/Cathy R seconded the financial reports be approved. Motion carried.

**Committee Reports and Actions:**

**Executive:** Clare summarized the Executive Committee meeting. Succession of board officers was discussed and Clare would like the Board Development Committee to take a hand in identifying what skills are needed when identifying candidates for positions.

Ken Watson has resigned and a candidate is needed for the vacant Rutland Town Trustee position. Randal contacted the Rutland Town Selectboard and they recommended Fern Fryer. Joanne endorsed Fern's nomination enthusiastically. Ken's resignation also means we need a new chairperson for the Development Comm. Please contact Clare if you are interested.

Randal requested approval from the Board to renew the copier contract with Symquest. We have received great service during the current contract period. Joanne moved/ Cathy S seconded that we authorize approval. Motion carried.

Meetings have been scheduled with Barbara Doyle-Wilch and the staff on June 4 and 5. She will be meeting with the board on June 18. Elisabeth Kulas and WLA Architects are working on a contract. By Oct. we should have sketches and cost estimates from them. After we receive the information about the Asa Bloomer building we will ask for an updated estimate for 10 Court St.

The exec committee is aware that we lack a current strategic plan. It has been suggested that a transitional plan may be called for at this time.

**Board Development:** Carolyn expressed a need on the board for training in stewardship of donors which the Development Comm could facilitate. She also suggested that the skills survey could be useful in filling vacancies on the board and in succession planning for board officers and on committees. Specifically she proposed amending the Association Bylaws to allow the President of the Board to stay on after serving as president for continuity. Randal mentioned other language in the bylaws may also need to be amended. Carolyn also recommended keeping past members engaged if they are willing.

**Personnel:** Negotiations with the Union are ongoing. We have tentative agreement on several articles and anticipate tentative agreement on several more soon. The next negotiating session is on June 4.

**Development:** The quilt to be raffled which was donated by the Maple Leaf Quilters is displayed at the library. Gabi has designed the tickets and posters. Cathy S will bring tickets to our next meeting for distribution. The price of tickets is $10/each or 3/$25. The drawing will be on Sept. 20 at a small celebration. Cathy S will distribute posters around town and send to board members electronically to post in other locations. Suggestions were made to set a goal (possibly 1000 or 2000 tickets) with a thermometer-type device to show our progress with sales for motivation.

**Policy & Planning:** Allyn introduced the amended Request for Reconsideration of Materials section of the Collection Development Policy for approval. After discussion around the Director's role in the process and whether the item could be removed from or remain on the shelves during the process, a motion was made by Carolyn and seconded by Cathy R to approve the amended section. Motion carried. Randal was asked about internal library procedures which are not included in our Board Policies. Randal explained there are Board Policies which are public facing, internal staff procedures which the Administration manages, and the Collective Bargaining Agreement with the Union. It is the Director's job to resolve conflicts between the internal procedures and the CBA. He is developing a manual of items of which more than one person in the library should have knowledge.

**21st Century Library:** Clare described in the Exec Comm report

**Director & Assistant Director Updates:**

**Amy:** Absent

**Randal:** Website development is nearing completion. Randal is deciding what to keep, change or throw away on the site.

There are building issues with the windows in the oldest part of the building and the air conditioning system in the Fox Room. Randal has been keeping the Board of Alderman in the loop with building matters. He is trying to get a regular liaison with the BoA. The city and RFL share the cost of building repairs. The city will be repairing the soffit damage.

Randal presented an idea for using $40,000 of the fund income to finance books in foreign languages for the VT State Library. The VT Dept of Libraries is likely to have a shortage of funds in the next few years and the State Librarian, Catherine Delneo, said foreign language books are currently a significant need in Vermont. It would be difficult to house this type of collection in RFL because of space and the expense of shipping the titles around the state. The state has housed special collections before, for example the ABLEcollection of Braille books and audiobooks for patrons who are blind or visually impaired and a traveling collection of foreign language books. Joanne commented that the Nella Fox Fund is specifically for the Rutland Library and that $40,000 is a lot of money for Rutland and this donation may not be perceived favorably by voters. She suggested Randal could investigate forming a fund for this purpose that many libraries could contribute to. Randal asked us to consider the idea for a possible vote at the end of the summer.

Randal received the papers to finalize the bequest from the Sybil Kirby estate. He will ask the estate if they would like recognition when the announcement is made. We do not know when we will actually receive the money.

**New Business:** At 6:58 PM Cathy S moved/ Lenny seconded going to executive session with Randal and Jeanne to discuss personnel issues.

Out of executive session at 7:45 PM. No action taken.

**Adjournment:** 7:45 PM

**Next Board Meeting: Wednesday, June 18, 2025 @ 5:15 pm**