

## July 2016 Board of Trustees Minutes

**Attending:** Hurley Cavacas, Sherri Durgin-Campbell, Mike Brochu, Stephanie Romeo, Heather Cooper, Anita Duch, Cathy Reynolds, Betsy Bloomer, Joan Gamble, Jude Endrizal, Betsy Reddy, Abby Noland, Randal Smathers **Absent:** Doris Farenkopf, Rachel Alexander, Kay Jones.

### **June Minutes:**

**Introductions:** Hurley Cavacas was welcomed to the board. Introductions were made.

#### **Staff Member Welcome:**

Anita Waite and Heather Ruelke (Health and Safety Committee) were introduced to the Trustees. Heather Ruelke does Adult, Children and YA processing. She is the person who purchases Graphic Novels. She is always looking for suggestions.

Anita Waite has been with the library 18 years. She processes AV materials, does book displays, assists Janet and June and does discards for Janet. She was chosen by the staff for the Health and Safety Committee because she is a retired nurse. She brings fresh flowers for the library.

**Acceptance of Minutes.** Corrections were made and accepted. **Joan Moved; Cathy Seconded; All Say Aye; Motion Passed**

**Financials:** To be presented with updated format from new accountant in August.

### **Assistant Director Report:**

Randal Smathers attended NW neighborhood event for Project Vision. The new donated microfilm machine is up and running. The CCV intern is creating an updated manual. The IRS video conferencing system is up and running. Representative from Senator Leahy's office came in to learn about the system and the costs of shifting IRS services to the library.

### **Director's Report:**

Abby has located a reader for the visually impaired from Isley Library. The current one only shows black and white. The new machine we are getting is in color. We received a Cuddle glider chair built by the Amish. The chair was paid for by Phoenix Books who took over a VCF Grant. Studies prove that cuddling while reading to children increases literacy.

Sarah Cosgrove of RRMC has offered to provide a sidewalk chalk that only shows up when it's wet.

Fire extinguishers have been replaced with all purpose type so they can be used on electrical fires. The updated Investments Chart was distributed.

### **Committee Reports**

#### **Development Committee Report:**

There was discussion about donor recognition event at Joan Gamble's home with postcard mailings as invitations. Annual appeal will begin the second week in October. We are hoping to have more visibility for donations on the website and will put the annual appeal letter on the website. The committee recommends the board gather to review our donor lists to find new donors or those who can help at a higher level. Abby presented the Salsa software and the committee is in support. The committee talked about donor incentives for low or no costs;

perhaps seating at the humanities program. There is a fundraising opportunity September 15-17. The idea of creating literature to give to funeral homes to encourage bequests was discussed. The committee is trying to identify higher level donors for future fundraising. A proposal to hold an event to thank donors who give at higher levels.

**Building Committee Report:** Did not meet formally. We are waiting to hear back on the restroom grant. The committee agreed that energy saving steps are next on the plan. No motions.

**Executive Committee Report:**

Betsy Bloomer and Betsy Reddy met with the committee to provide updates and feedback. Rutland Town Rep is still needed. Betsy Bloomer was contacting prospective Town Trustees. The committee discussed the possibility of a soirée in the fall to thank donors at higher levels. No motions.

**Finance Report:** Not reviewing Financials this month because of year end. The Committee is very happy with new accountant. Everything is on track. Kevin Austin with Moors and Cabot indicated that our return was 2.7 per cent. Kevin Austin had a discussion about what the library pays him. He provides services at a discount. Instead of \$12,000 for a percentage per stock buying/selling, he only charges \$4,200 for an overall fee. The annual income from Fox Fund will drop by \$19,093. The annual Fox Trust Meeting will be held August 16 at 2PM in the Fox Room. No motions.

**Personnel Committee:** Non Union job descriptions almost done. The next meeting will be developing a plan on how to review with Abby. There is still an ongoing issue with the Medicare and Union. No motions.

**Policy and Planning Report:** Delegation of authority policy. Cathy Moved; Heather Seconded; All Say Aye; Motion Passed.

Unattended Children Policy: Cathy Moved; Heather Seconded; All Say Aye; Motion Passed

**Old Business:** Referred to executive committee

**New Business:** The liaison to the Rutland Welcomes, Jude, updated us on the Syrian group.

**Adjournment:** Heather Moved; Cathy Seconded; All Say Aye; Adjourned.6:16 PM

Submitted by Secretary Sherri Durgin-Campbell