**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**June 19, 2019**

**Meeting at Rutland Free Library Fox Room, 5:15 PM**

**Attending:** Jennifer Bagley A\_; Chris Booth X\_; Barry Cohen \_X\_; Heather Cooper X\_; Clare Coppock\_X\_\_; Sharon Courcelle \_A\_; Anita Duch \_X ; Sherri Durgin-Campbell\_X\_\_; Kay Jones\_X\_; William Notte \_X\_; Ed Ogorzalek\_X\_; Stephanie Romeo\_X\_; John Wallace\_X\_\_; Nancy Wennberg X\_; Randal Smathers\_X\_; Amy Williams X\_ (X is present, A is absent)

Presiding: \_Stephanie Romeo\_\_\_ Secretary: \_\_Heather Cooper

**Agenda Addition(s):**

**Acceptance of Meeting Minutes:** The Minutes from the Board meeting on May 15, 2019 were reviewed and unanimously approved with slight amendment on motion of Heather Cooper, as seconded by Sherri Durgin-Campbell.

**Financials (report and committee):** Ed Orgozalek presented the financials. Current fiscal year ends June 30, 2019. The new reporting format compares TYD for current year, previous year and budgeted YTD. Slightly higher income and lower expenses are reported thus far for this fiscal year but as budgeted. Vanguard Investment balance is reported on balance sheet.

Discussion was held about management of Fox Fund and no lump distribution is anticipated.

The financial report was unanimously approved by the Board on the motion of William Notte, as seconded by Clare Coppock.

**Director & Assistant Director Updates:** Executive Director Randal Smathers focused his report on outreach. The current management is at capacity for outreach. While a new program with Project Vision is beginning with a focus of keeping kids active, the management will have to begin evaluating whether RFL can take on additional projects as they contribute to the workload.

So far, kids have come for the lunch program. The Friends of the Library have allowed containers of books to be available for kids to read on the lawn while having lunch. Most of the participants are arriving with parents or adults which has eased concerns about oversight. This remains a pilot project and is collaborative with BROC. The logistics continue to be evaluated.

Staff building committee members have been considering the circulation desk and office. This contingent is parallel to the Board committee, especially since the staff use the space every day. It is going well and there may be a proposal to be brought to the Board next month.

Assistant Director Amy Williams reported on greater detail with the lunch distribution and appealed to Board members for assistance. Her focus is on the logistics each day and making set up and take down run smoothly.

She is working with Wonderfeet for the Moon Rocks exhibition. It promises to be a great event, but her time has been spent on lunches as of late. Big day is July 20th and Board participation has been requested.

**Committee Reports and Actions:**

**Executive:** Discussion was had about increasing communication between the Board of the RFL Association and the Friends of the Library. There has been some board turnover but both contingencies recognize the need for greater communication.

Discussion was also had about developments with policies relating to access to Library materials based upon recent interaction with a literacy specialist with the Rutland Public Schools. Randal is discussing with the administrative office of the Rutland Public Schools how best to proceed.

Discussions have begun about turnover on the Board for the upcoming October as Kay Jones and Heather Cooper term out of service.

**Personnel:** Teen services librarian job description was approved by personnel committee. Concerns were initially raised by the staff about the creation of a new position by management. However, those rights are preserved in Article 2 of the Collective Bargaining Agreement.

Description was reviewed. It is very similar to other Librarian positions; however, it is focused on programming and is for a reduced number of hours. It was recommended the job description be revised to refer to “relevant social media” rather than specific platforms since the patrons being targeted (teens/tweens) preferences for social media change often.

With the amendment, the Board unanimously approved the job description for the Teen Services Librarian upon motion of Heather Cooper as seconded by Kay Jones.

**Development:** Did not meet this month.

**Building:** Discussion had about changes to the internal space and structural needs of the building going forward which are separate discussions taking place concurrently. The Board committee appreciates working with the staff on the internal space issues. We are waiting on a list of must needed repairs from the engineers and are expected within the month.

The pipes to the boiler were discussed and are in need of replacement.

**Policy & Planning:** An adjustment will be made to align strategic plan with executive committee. There will be a meeting scheduled upon Randal’s return from vacation to discuss pending policies.

**New Business**: William Notte discussed upcoming events at Phoenix Bookstore: Where’s Waldo will return in July and the Library will be part of the event. The Choose Your Own Adventure event will be taking place in line with Friday Night Live. Three authors will participate at Phoenix in the event.

Clare Coppock shared a story of her neighbors. They are a young refugee family and the two kids have delighted in the library and participating in the summer reading event

**Adjournment:** Upon motion of Anita Duch at 6:20 p.m.

**Next Board Meeting: Wednesday, July 17, 2019 @ 5:15 pm**