

# **RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**October 16, 2019**

**Meeting at Rutland Free Library Fox Room following Annual Meeting  
of the Rutland Free Library Association, Inc.**

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

Presiding: \_\_Stephanie Romeo/\_Sharon Courcelle\_\_\_\_\_Secretary: \_Clare Coppock\_\_\_\_\_

**Agenda Addition(s):** There will be an executive session at end of meeting

**Acceptance of Meeting Minutes:** The minutes of the Sept. 18, 2019, meeting were unanimously approved on motion of Jennifer Bagley as seconded by Will Notte

**Financials (report and committee):** Ed Ogorzalek presented the financials drawing attention to the comparable numbers to last year with net income being comparable, and expenses being lower than last year as well as lower than budgeted. Ed noted the addition of line 1492 on the balance sheet as requested by the accountants. The financial report was unanimously approved on the motion of Barry Cohen as seconded by Will Notte.

Barry Cohen requested that the board approve the financial committee be authorized to approve the year end compilation and 990 tax form completion once received by AM Peisch and Company, LLC so the tax filing can occur without the need to ask for an extension. Jennifer Bagley moved to authorize the financial committee to approve the above, seconded by Stephanie Romeo and unanimously approved by the board.

**Director & Assistant Director Updates:** Assistant Director Amy Williams reported on how impressed she is with the work being done by Jessica Shurlow, the new teen librarian, and how they are working to provide a better work environment for her and how to incorporate information sharing for her so she doesn't spend so much of her 15hrs/week at meetings.

Executive Director Randal Smathers focused his report on the budget meeting with the mayor, work being done for Table of Contents, library equipment needs (the sorter, and ways to improve staff workflow while decreasing repetitive/multiple book touches by staff), and that circulation stats were down in September, which he attributed to the AC malfunction and the new sidewalk work blocking the library entrance.

## **Committee Reports and Actions:**

**Executive:** New slate of officers: Sharon Courcelle, President; Ed Ogorzalek, Vice President; Barry Cohen, Treasurer; Clare Coppock, Secretary  
Unanimously approved by the Board on the motion of Jennifer Bagley, as seconded by Chris Booth

**Personnel:** referred to Executive Session

**Development:** the prototype photo/story card for the capital campaign was passed around for all to see. It will be sent to Green Screen Graphics and should be ready in 10-12 days. Randal has also written a newsletter to include in the mailing. Once all is ready, a “stuffing” party will be scheduled so the mailing can go out. Table of Contents is well underway. Betsy Reddy and Jennifer Bagley are co-chairing the event. Will Notte is helping with author contacts through Phoenix Bookstore. They have compiled a list of “A” choice authors with invitation letters going out this week. It was also suggested that board members be assigned to each table, and responsible for making sure the authors sit at different places at the tables, so all guests get an opportunity to visit with an author. The date will be May 1st, 2020.

**Building:** Jennifer reported that the boiler pipes have been replaced and the boiler fix is scheduled in the next few weeks. This will allow the two boilers to operate alternately to save on wear and tear. The AC will be addressed in the spring. 1st floor work is continuing to be discussed as is the 3rd floor work which the Preservation Trust is interested in helping fund through a grant. The next meeting is Monday, Nov. 18th at 5pm. The Ad Hoc building committee is meeting 10/17. Barry and Stephanie attended a “trustee workshop” and received lots of knowledge on how to manage a major project, how to serve the community, and how to pay for it. They will share this knowledge as they move forward with addressing the building needs. Cathy Picon is the new chair of the Building Committee

**Policy & Planning:** met and discussed the computer use policy and the strategic plan scorecard. Some items on the scorecard were moved to personnel, others remained on the scorecard. Further discussion to be had.

**New Business:** RFL will be the site of the newest marble carving. This will be of Julia Dorr, founder of RFL. Will reported that Phoenix Books is working on getting someone to gather a compilation of Julia Dorr’s work, with possibly an introduction by a Castleton faculty member, to be published in a book and sold with profits going to RFL.

The board went into executive session as moved by Stephanie Romeo and seconded by Will Notte at 6:26. The board came out of executive session at 6:40 as moved by Stephanie Romeo and seconded by Will Notte.

The board unanimously approved on the motion of Stephanie Romeo and seconded by Will Notte re. that the board provide a memorandum of understanding to be attached to the CBA that management provide a courtesy copy to the union for informational purposes only of any new or amended job descriptions before posting. In turn, the union recognizes that management has the sole discretion to add/amend job descriptions as needed for the management of the library, as long as the new or newly amended description(s) follows the terms and conditions of employment as laid out in the CBA.

**Adjournment:** Upon motion of Stephanie Romeo at 6:50 PM

**Next Board Meeting: Wednesday, November 20, 2019 @ 5:15 pm**