

# RUTLAND FREE LIBRARY BOARD OF TRUSTEES

April 21/2021

Zoom Meeting

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

Presiding: \_\_Sharon Courcelle\_\_ Secretary: \_\_Clare Coppock\_\_

**Agenda Addition(s):** None

**Acceptance of Meeting Minutes:** Will moved, Nancy seconded and the 3/17/21 meeting minutes were approved unanimously.

**Financials (report and committee):** Barry reported the financials for March were outstanding. Income is at 75% of the yearly budget, which is right on target with very small variance as contributions/grants are down, but the Fox Fund income is up. Expenses are at 69% of yearly budget, with variances due to staff and benefits. We have spent more on electronics/media offerings, and less on standard book purchases. The cost of the air conditioner work has not appeared in the budget, yet. In answering the question of where do the tax dollars go, Barry presented a summary that 77% of the revenue comes from tax support from the 5 towns. (the rest is made up of user fees, contributions/grants, and Fox Grimm Funds). 76% of expenses go to salary/benefits, the rest to operational expenses. 100% of the tax money goes to operations. This will be presented to the Rutland Town selectboard as requested in a future meeting. Nancy moved, Catherine seconded, and the financial report was approved unanimously.

**Director & Assistant Director Updates:**

**Randal:** Reopening is a big deal. The state regulations expire May 1st, so the plan is to re-open around May 1st. The library will still encourage curbside use, there will be a 15 minute time limit for patrons coming into the library, quarantine regs are no longer needed, and no longer need to track users for contact tracing. Expect to revisit this July 1st, as the state mandates will be removed. Need to address mask use further, and other guidelines to keep staff and patrons safe.

RFL received a grant for expanded WiFi options. Randal looked at finding a boost site downtown, but was unsuccessful. He will try to add an awning to make outdoor use of the WiFi more user friendly for those wanting access for longer hours.

"Out of the Box" program will not be receiving Federal Funds, so Randal is trying to work with Rec Depts. Plan is to offer 2000 boxes 5X throughout the summer. Cost last year was \$70,000.

Met with Casey Gecha to work up a conceptual design/plan for renovations to 10 Court St to better meet requirements needed for the library. Randal also has had numerous conversations with owners of other buildings downtown and there really is no good alternative space available for the library.

The air conditioner work is almost complete, and it will be up and running by summer.

There are 8 applicants for the Children's Librarian. Interviews are in process.

Circulation staff has been bolstered to accommodate curbside. Anticipate opening will increase demands more. A long term temporary position has been added through the summer.

In house circulation is down by 50%, but streaming/electronics is up substantially. Also, sharing with other libraries is up significantly. This will need to be addressed as the library opens up.

**Amy:** No report (is on vacation)

#### **Committee Reports and Actions:**

**Executive:** nothing to report

**Personnel:** Stephanie reported they discussed some union issues

**Development:** did not meet

**Building:** Barry reported the air conditioner work is being done. Randal reported he has created a 17 point plan to get the building ready to re-open. The Fox Room will be used for overflow office space. Two Covid air filters have been installed.

**Policy & Planning:** did not meet, still working on the Social Media Policy

#### **New Business:**

Will made a motion to go into executive session, to include Randal, at 5:44PM to discuss real estate transaction issues. Barry seconded.

The board came out of executive session at 6:29PM

**Adjournment: 6:29PM**

**Next Board Meeting: Wednesday, May 19, 2021 @ 5:15 pm**