

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

January 19, 2022

Meeting at Rutland Free Library Fox Room (and via Zoom)

Attending: Jennifer Bagley _X_; Joe Bertelloni _X_; Chris Booth _A_; Candice Britt _X_; Matt Britt _X_; Barry Cohen _X_; Clare Coppock _X_; Sharon Courcelle _X_; Allyn Kahle _X_; Sarah Marcus _A_; William Notte _A_; Ed Ogorzalek _X_; Matt Olewnik _X_; John Skinner _X_; Olivia Tipton _X_; Randal Smathers _X_; Amy Williams _X_ (X is present, A is absent)

Presiding: __Sharon Courcelle__ Secretary: __Clare Coppock__

Agenda Addition(s): None

Acceptance of Meeting Minutes: Joe moved and Allyn seconded the approval of the Nov. 2021 minutes, unanimously approved

Financials (report and committee): Barry presented the budget analysis. Of note: 1) contributions/grants is ahead of budget, having received a \$20,000 gift from Roger Pike earmarked to genealogy spending; annual campaign is \$23000 towards \$30000 goal 2) program spending is at \$14000, up from \$4000 a year ago, as is expected 3) operational revenue is 55% ahead of budget, expenses are exactly where we need to be (we've spent half of our budget) 4) balance sheet and investments continue to look good

Director & Assistant Director Updates:

Amy: Assabet (the new software providing calendar and on-line room booking) and Aspen (the new face when searching on-line ordering of books—to be on board in Feb) are both coming along with minor glitches.

Restroom fiascos continue to occur, with repairs being delayed due to lack of parts. Currently 2 of the 6 restrooms are working.

Randal: there are building repairs/issues which we are not currently addressing until/unless we know we are staying here in this space. Minor and safety repairs are being addressed.

Staff is again doing our best addressing Covid issues. The state dropped off 200 masks for staff/patron use. So far the library has handed out 3,600 masks. N95 masks have been ordered for the staff

Two big RFL patrons/supporters have recently passed, Sibyl Kirby, a longtime borrower and supporter, and Donna Herrick, a diligent volunteer

Dolly Parton Imagination Library, a huge volunteer project managed by Joan Gamble will need some help. Joan needs to divest some of her tasks and is wondering if the work can be folded into RFL services, either from a volunteer from the board, or someone else. It's anticipated that approximately 5 hours per month would be needed. Joan pledges to continue with fundraising for the program of which currently ½ of the money comes from Title 1 from Rutland City Public School system

ARPA: we received \$33,000 of which \$3800 is committed to a book bike which is being built at The Mint, to be taken to events to increase public exposure. The rest of the money is going to upgrade and change the RFID technology for scanning books and tracking materials

Friends of RFL needs help with volunteers and board member participation

Statistics are again reflecting Covid numbers, as in-house borrowing has taken a big drop and streaming continues to increase. Ecircs have doubled since 2018. These costs are much higher, but we are able to cover it with Fox Fund money
Jessica Shurlow, teen librarian, has resigned. Randal is holding off on filling the position until contract negotiations are done.

Committee Reports and Actions:

Executive: a new committee list will be sent out soon. Olivia will be leading a new "website development" committee.

Personnel: Matt has agreed to lead this committee. Matt presented a one-time side agreement to the current health insurance benefit. Matt made a motion to approve a side letter that will address the allocation of funds saved due to a reduction of health insurance premium costs for this coming year and to place a floor under health insurance payout of \$1000. Allyn seconded the motion and it was approved unanimously.

Development: Candice and Matt will co-lead this committee. They will be calling a meeting soon and at that time will set a monthly meeting time.

Building: Randal and Amy are currently dealing with issues as they come up. This committee is inactive at this time.

Policy & Planning: Sharon will speak with Will about having a co-chair, and the urgent need to update the strategic plan. Amy commented she anticipates the policies can be cleaned up within 6 months. Ed has been newly assigned to this committee.

Barry moved and Ed seconded moving the meeting into executive session at 6:11.

Barry moved and Jennifer seconded moving out of executive session at 6:47

Matt moved and Jennifer seconded a motion for full board approval for the new Fiscal Officer job description. It was approved unanimously. Randal will provide a copy of the new job description and the reconsideration of the position to an administration position from a union position to the union.

New Business: Jennifer wanted to acknowledge the heroic efforts of the entire library staff during Covid.

Adjournment: 6:51PM

Next Board Meeting: Wednesday__February 16, 2022__@ 5:15 pm