

# **RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**4/20/2022**

**Meeting at Rutland Free Library Fox Room**

**Attending:** Jennifer Bagley \_A\_; Joe Bertolloni \_X\_; Chris Booth \_A\_; Candice Britt \_X\_; Matt Britt \_X\_; Barry Cohen \_X\_; Clare Coppock \_X\_; Sharon Courcelle \_X\_; Allyn Kahle \_X\_; Sarah Marcus \_X\_; William Notte \_A\_; Ed Ogorzalek \_X\_; Matt Olewnik \_X\_; John Skinner \_X\_; Olivia Tipton \_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:** Barry moved to approve, Joe seconded, minutes from 3/16/22 meeting unanimously approved

**Financials (report and committee):** Barry presented the March financials which continue to be good with small variances from the budget. With 75% of the fiscal year over, revenue is at 86% (due to grants received) and expenses are at 76%. Matt moved to accept, Allyn seconded, and financial report approved. Barry reported that a meeting was held with Bank of America, Grace Church, and RRMC regarding the Fox fund. Clarified the fees for managing the funds is less than 1%. RFL is also preparing for an audit once the fiscal year is complete. A request for proposals is being sent to CPA firms. \$20,000 has been budgeted for this.

## **Director & Assistant Director Updates:**

**Randal:** new job description for circulation position has been written with revisions to be discussed with staff. Question asked whether Fox Fund money can be used to maintain Nellie's possessions which are stored in the library, and whether they should be insured. The Book Bike will be making its debut at the May 7th Homeless Prevention "Spring Sprockets" event at Giorgetti. Volunteer help is requested. There is much frustration and stress dealing with the various on-line programs the library uses as neither Kanopy nor Tumblebooks have direct interface with Aspen (the new on-line catalog system). This will require a large time investment by the staff to maintain records. Assabet is still not 100% up and running. Palace (which will be replacing Libby) should interface, but it isn't up yet, so remains to be seen if the interface will work. Palace will make a larger inventory available than the current Libby program.

## **Committee Reports and Actions:**

**Executive:** didn't meet

**Personnel:** Matt O. reported the first negotiating session with the union is scheduled for Tuesday, 4/26/22 at 4:30PM

**Development:** Matt B reported that the Poetry Book Party "Dorr Slam" event is scheduled for June 11th, 4:30-6:30PM (the same day as a Friends book sale scheduled for June 10th-11th). Noel catering will be providing refreshments. Plan is to keep the event simple, to be a celebration of the book. Ticket cost is still to be determined. Olivia is looking at getting some "actors" to do readings. Hoping to have Bianca share/showcase a poem or two, as she contributed to the making of the book. The flier

is close to being done. Promotional materials and door prizes are being gathered. The cost of the book has yet to be determined. 200 copies will be available.

**Building:** Randal reported the need for a mason, as Tedesco is not responding to calls.. Friends are also requesting a handrail to the basement be installed prior to the book sale.

**Policy:** Allyn presented the updated Social Media Policy which was updated with input from staff and new members from the approved Aug. 2021 version. Changes defined who the affiliates to RFL are in the first paragraph, moved public participation section up to the 2nd section, and combined employee/trustee into one section. Also "inclusion" language was added. Barry moved/Olivia seconded and the new policy was approved unanimously.

**New Business:** none

**Executive Session:** Allyn moved/Barry seconded moving to executive session at 6:05PM.

Barry moved/Olivia seconded coming out of executive session at 6:31PM

**Adjournment: 6:31PM**

**Next Board Meeting: Wednesday May 18, 2022 @ 5:15 pm**