

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

5/18/22

Meeting at Rutland Free Library Fox Room and Zoom

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

GUEST: Jude Endrizal

Presiding: _Sharon Courcelle_ Secretary: __Clare Coppock (Sarah Marcus substituting)___

Agenda Addition(s): none

Acceptance of Meeting Minutes: Will moved to approve, Barry seconded, minutes from 5/18/22 unanimously approved.

Director & Assistant Director Updates:

Amy: Summarized highlights of written report, including the bench, the canopy, Aspen, and NASA.

Randal: Friends of the Library are running book sales again (about \$4700 earned so far). They are asking for donations rather than charging for individual books. They are on track to exceed the amount they have earned in previous years by a lot. Still working on purchasing 2 cargo bikes, also trying to get grocery carts. Minor building issues persist - including needing a railing for the basement stairs to be used by book sale patrons. The Omicron variant had an impact on the borrowing numbers. Proposed CBA will be finalized tonight once the separate files are combined. The Friends of the Library are still seeking board members - there are some organizational challenges preventing this from happening. The Book Bike is working and will be at Friday Night Live and at another event on Saturday in Rotary Park.

Committee Reports and Actions:

Finance: (Barry) Fiscal Year ended on June 30, \$3600 in our favor (virtually flat with previous year). Lost 19% on Fox Fund investments, which is over \$900,000. The cost of negotiations is accounted for within benefits. The audit will be budgeted for the year that has just started. Randal will use leftover Fox Fund money and general revenue money to pay for expected shortfalls in the upcoming year. The budget that was developed for this year will need to be adjusted (inflation, fuel oil, terms of new CBA, anticipated maternity leave). Dorr Slam fundraiser was a success, and Randal received praise from a hiker about the bag. We did not get responses for the RFPs that were sent out for an audit. A new RFP will go out with a wider net. Will made a motion to receive and approve financial reports, Joe seconded and the motion passed unanimously.

Development: (Matt B.) Encouraged to hear that Dorr Slam was a success. Matt B. will reach out to the committee to set the next meeting date.

Policy & Planning: (Joe) The committee has noticed that the policies all need to be updated - they will all be up this year and then placed on a rotating schedule. This will provide institutional memory. The policies presented tonight have had input from staff.

Conflict of Interest Policy - Will raised a concern about the book store receiving money through the table of contents being a conflict of interest. Joe responded that Will has disclosed the possible conflict of interest, and would not participate in decisions around vendor selection.

Library Staff Code of Ethics - Question of whether political affiliation should be added. Answer - it is not a protected category by law, and covered in #6.

Library Trustee Code of Ethics - Question of whether political affiliation should be added. Answer - it is not a protected category by law, and covered in #6.

Randal reminded the board that the purpose of a policy is to allow him to make a good faith decision, not to lay out every possible scenario. There are internal procedures to cover things like political messaging on clothing. Will moved to approve all three policies as presented seconded by Matt B, passed unanimously.

Personnel: A tentative agreement was reached after the 5th session of negotiations last Wednesday. The final draft is still in process. Randal will send it out with notes later tonight. Goal to have a Zoom meeting within a week to ratify so that it can go into effect as soon as possible. Next steps include evaluation of the library director. The committee will resume meeting on the third Monday of the month. All committees should update their calendars. We should also have an online hub for the board to access materials.

Adjournment: Motion made by Will and seconded by Matt B at 6:34pm

Next Board Meeting: Wednesday_August 17, 2022_@ 5:15 pm