

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

10/19/2022

Meeting at Rutland Free Library Fox Room

Attending: Jennifer Bagley __X__; 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__; Randal Smathers __X__; Amy Williams __X__ (X is present, A is absent)

Guests: Heather Ruelke, Yvonne Brunut, Anita Duch

Presiding: Sharon Courcelle Secretary: Clare Coppock

Acceptance of Meeting Minutes: Joe moved to approve, seconded by Jennifer, minutes from 9/21/22 meeting unanimously approved.

Agenda Addition: Sharon moved to make the following board leader changes: Barry to be President, Sharon Vice President, Clare Secretary, Barry Temporary Treasurer until replacement found. Matt B seconded the motion and approved unanimously. Jennifer acknowledged the work of Sharon over the past two years. Barry pledged his commitment to the library. He wants to have a retreat off site with board members to set the stage for committee work and how the board functions. He challenged the board members to attend library functions and to listen to feedback from other patrons. He vowed no "conflict of interest" with his current duo-titles of president and treasurer.

Director & Assistant Director Updates:

Randal: requested one way for board members to get involved is the upcoming Halloween Parade as RFL will be participating. Mentioned the budget article in the Herald regarding the Rutland Town select board and the need to go to the other participating towns. Compared the 5% budget increase request to the 8.7% Social Security increase for 2023. Read the full Director's report for more info.

Amy: new meeting minute process with staff is working well, Sick Bank committee has 2 volunteers, Security Camera policy is being worked on, children's programming is strong, adult programming needs have not been addressed since funding for that was dropped several years ago. Read report for full details

Financials (report and committee): Barry presented the Sept budget with very small variances, largest due to one-time catching up of admin staff to union negotiated payout. Randal presented budget request to mayor of 7%, came away with a 5% approval (compare this to 1.5% in 2021, 0% in 2022, 2% in 2023). The increase in expenses is due to staff pay increases, health benefit increases, and the overall increases of building maintenance including both electricity and heating costs with known increases of at least 10%. The plan for increased program expenditures will be leveraged with Fox Fund monies which had not been used in past years and were invested. Allyn moved to approve the finance report, Joe seconded and was approved unanimously.

Barry also reported on work being done with Davis and Hodgdon accounting firm to get an agreement to do a "Review" of the library's finances, which is more than a "Compilation", but not as extensive as an "Audit", and will cost less than the \$20,000 budgeted. Hopefully this will turn into a long-term relationship. RFL bylaws mention a compilation every year with a deeper review as requested by the board. It's been 7 years since a more detailed review/audit has been done.

Committee Reports and Actions:

Executive: No report

Personnel: Matt O requested clarification as to where the charge of the personnel committee comes from and what its responsibilities are. On board is to review the director's job performance and how that is to be done. Historically there has been much overlap between the Executive committee and Personnel committee so this needs to be clarified. This committee meets on an "as needed" basis.

Development: Matt B reported the postcard proof is at the printer for final approval. Envelopes have been ordered. Mailing will be delayed until after the election. Clare will work on updating the mailing list with input from Randal as to how that should be done.

Building: several issues continue to be worked on, including the roof (agreement once bees are not an issue), mason work lined up for next spring, and the foundation/tile issue with the back emergency door continuing to rise with the potential result of the exit being compromised. Randal remains on top of it all.

Policy: Did not meet, but working on a Whistle Blower Policy, and will review the Delegation of Authority policy which the Finance Committee has forwarded.

New Business: The issue of where "Planning" fits within the board structure was discussed. The board needs to do a "strategic plan" which Randal has nicely outlined in a "White Paper" which he sent out several months ago. Barry will address...maybe to be done at the retreat.

Candace moved we go into executive session with Randal and Amy at 6:40 to discuss building issues. Seconded by Joe. Candace moved and Matt B seconded out of executive session at 7:02

Adjournment: 7:02PM

Next Board Meeting: Wednesday ___ Nov 16th, 2022 _____ @ 5:15 pm