

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

1/18/23

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

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

Presiding: Sharon Courcelle Secretary: Clare Coppock

Guests: Jude Endrizal, Caroline Marotti, Amanda Begin__

Acceptance of Meeting Minutes: Matt B moved/Jennifer seconded to approve minutes from 11/16/22 meeting and approved unanimously.

Director & Assistant Director Updates:

Randal: See annual summary for review of year, which reinforces the hectic craziness of the library. Building concerns are moving slowly and are taking up most of Randal's time. The sump pump has been replaced, the potential of a leaking underground oil tank has not been verified, but needs to be addressed, plus other issues regarding HVAC system, the soffit and bricks falling all need to be addressed. Randal expressed a Thank You to those who attended the BOA meeting regarding the 5% budget increase and is requesting Ken and Joe to attend the upcoming Rutland Town meeting

Amy: gave a security update. Safety whistles have come in for staff to use to communicate. Meeting with Matt Prouty for OC training. Measuring staircases for security cameras. Security Camera Policy started with staff participation, discussed and then brought to the Policy Committee and brought here for approval tonight. A self-defense program is being researched. Amy presented an incident that occurred on Tuesday night that involved much discussion on what happened, what could have happened, and how to address similar incidents in the future. Discussion needs to continue with the police department for better response and cooperation. Amy is to be acknowledged for her handling of the situation with no negative outcomes.

Agenda Addition: Amanda was asked to present on the recent Drag Story Hour. The intent of the program is for 2-3 performers to show up in glamorous "princess" costumes to read stories and sing songs with a focus on individuality and friendships, being yourself, and not judging other people; followed by a craft. The response was incredible with 60+ attendees. Amanda said there has been a demand since last year's event attended by 20 people, and that overall there has been an enthusiastic response. Randal confirmed this by noting that no one stayed behind in the Children's Room while the event was happening, and afterwards participants came back with lots of enthusiasm. Barry gave a context of potential conflict with a history of what happened in Chester, VT. With the photo of the event in the Rutland Herald, there was some negative feedback received, which has basically blown over. Randal handled it very well with a letter explaining the role of a "community free library" which was shared with the library board.

Committee Reports and Actions:

Financials (report and committee): Barry reported the first 6 months financials continue to be favorable, with revenue 51% to budget/48% to forecast and expenses 49% to

budget/ 43% to forecast (missing the website design expense which hasn't started). The annual appeal is at \$22000 of the \$30000 goal received and more coming in. CPA firm is over half-way done with their review, so far so good, and probably will be done by next month. The budgets have all been sent to the towns with the 5% increase. Recruiting for treasurer has not been successful yet. A big THANK YOU to Ed Ogorzalek for his past years of work as treasurer and on the financial committee and overall library board.

Matt moved to accept report/Jennifer seconded, and approved unanimously

Executive: Did not meet

Personnel: issue needs to be discussed in exec session

Development: Matt is optimistic by the results of the annual appeal. Randal said with Darby's increased hours, she is taking over the entire handling of the annual appeal. Discussion revolved around future ideas for fundraising, including a "coin drop off", possibly tied to a some other themed event. It was acknowledged that the monthly book sale by the "Friends of the Library" is the most profitable fundraising activity for the library. To acknowledge this publicly, it was suggested that there be a press release after the next significant purchase of library equipment made possible by the profits of the book sales. Development Committee meetings continue on the 2nd Wednesdays of every month.

Building: no meeting, but issues continue to consume Randal's time

Policy: Amy presented two policies:

1. Security Camera Policy: see Amy's report on how the policy was developed. The most contentious points were specifying where the cameras are located and assuring that the content a patron is looking at remains private. The information will be stored in the "icloud" for 3 months. Jennifer moved to approve, Matt B seconded and approved unanimously
2. Code of Conduct Policy: no changes were made to this policy after reviewing it as directed at the last board meeting. Jennifer moved to confirm the Sept approval of the policy as written, seconded by Matt B., and approved unanimously.

New Business: Ken Watson from Rutland Town was introduced to the board for membership as a representative from Rutland Town. Jennifer moved to accept Ken's nomination, Matt B seconded and nomination was approved unanimously. Welcome Ken!

Matt B moved to go into executive session including Amy and Randal to discuss personnel issues at 6:48PM, seconded by Jennifer and approved. Matt B moved and Jennifer seconded out of executive session at 7:05PM

Adjournment: 7:05PM

Next Board Meeting: Wednesday February 15, 2023 @ 5:15 pm