

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

2/15/23

Meeting at Rutland Free Library Fox Room

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

Presiding: Barry Cohen Secretary: Clare Coppock

Guests: Jude Endrizal, Caroline Marotti, Yvonne Brunot

Acceptance of Meeting Minutes: Allyn moved/ Candace seconded to approve the minutes from the 1/18/23 meeting and they were approved unanimously.

Director & Assistant Director Updates:

Randal: this month has been challenging with both personnel and building issues. We have some excellent candidates for both the circulation supervisor and temporary circ desk positions, not as many for the part-time librarian position. The staffing has been incredibly short-handed with these open positions and Amanda being on vacation. Randal was made aware of ARPA funds available of up to \$500,000 for energy improvements to municipal buildings. The Planning Commission is helping with the grant writing. Randal is lobbying directly with the State Dept of Libraries and the local reps to improve our chances. There is an upcoming state librarian presentation on Zoom on ARPA monies for libraries that is geared to library trustees on Feb. 28th, at 2PM. He will send the link for those who can partake.

Amy: security issues are still being worked on, with no progress on OC training; insurance liability for staff to carry pepper spray in process; staircase mirrors are here, but not hung yet; cameras here, but not in place; community self-defense training is on hold. Big WIN, local historian Julia Purdy has expressed interest in digitizing the Swan Notebooks with the help of the \$20,000 genealogy donation received last year.

Barry advised reading the Director's report paying attention to Amanda's report on how libraries can "imprint on a kid", and the 9% increase in card holders over the past year. Jude commented on the "New User" card system for a one-month card.

Committee Reports and Actions:

Financial: Barry reported that finances continue to be strong with trends continuing. Income is 2% unfavorable, with expenses 5% favorable. Contributions from capital campaign at \$22,000 with a couple hundred "new homeowner" appeals still to be sent. Health insurance buyout increased payroll for Jan. Investments are up. CPA review is 2-3 weeks behind, hopefully a report will be available next month. Still no treasurer Jennifer moved to accept/ Matt B seconded and financials approved

Executive: Barry reported the need to make decisions about our building. Casey Gecha is willing to work with us again.

Personnel: .Did not meet

Development: Matt B reported on a lively discussion of ideas at the meeting last week. Another "Murder by the Book" event is a year out, so other ideas are being explored, including taking advantage of Art in the Park/Friends Book Sale event on Aug 12/13. Randal acknowledged the Friends feel disconnected from the board and are not too keen on having another outdoor book sale event. However, more trustee participation with the Friends could alleviate that. Other ideas include: tying in with Amanda's outdoor event in June to kick off the summer reading program; a partnership with the Mint; Silent Auction; Invitational Cocktail Event
Conversation has started with Katie Munger for a RFD for website design

Building: not active

Policy: Delegation of Authority Policy was presented with the addition that board approval is needed if expenses under \$5000 are to the same vendor.
Allyn moved/ Candace seconded and policy approved
The Employee Protection Policy is ready to be presented to the staff, prior to bringing to the board at the next meeting. The next policy to be addressed is the Harassment Policy, which will then bring us up to date on policy reviews.

New Business: None

Candace moved/Jennifer seconded to go into executive session with Randal and Amy at 6:10 to discuss building issues. Allyn moved/Matt B seconded out of executive session at 6:32

Adjournment: 6:32

Next Board Meeting: Wednesday March 15th, 2023 @ 5:15 pm