

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

May 17, 2023

Meeting at Rutland Free Library Fox Room

Attending: Jennifer Bagley _X_; Joe Bertelloni _X_; Candice Britt _X_;; Matt Britt _X_; Barry Cohen _X_; Clare Coppock _A_; Sharon Courcelle _X_; 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: ___Allyn Kahle_____

Guests: Heather Ruelke, Jude Endrizal

Agenda Addition(s):

Acceptance of Meeting Minutes: Matt B moved/Jennifer seconded to approve the minutes from the 3/15/23 and the 4/19/23 meetings and they were approved unanimously.

Director & Assistant Director Updates:

Amy reported that she has been adding older movie titles to the DVD collection and Jennifer suggested some additional titles. Amy noted Barry's donation of seed packets to start a seed bank. This donation is just the beginning. Barry reminded the group to pay attention to Amy's report about possible challenges to the library and that the prep the library has done is very important. Amy pointed to the Collection Development Policy as a foundation of this effort. Randal will be recording a Vermont Edition segment about this issue next week.

Randal: The library will be welcoming the new Circulation director, GabriellaTurney, at the end of this month.

Randal outlined the preparation for security and assistance around the elimination of motel housing of the homeless on June 1. He has had a conversation with the mayor who offered the presence of a non-uniformed officer in the building. There is also the possibility of a direct line to Rutland Mental Health (RMH) which would avoid the delay associated with calling the police first and a uniform officer coming out to assess the situation. Randal emphasized that the library can help folks with printing necessary forms, but not with filling out the forms. Candice suggested that HireAbility might have computers and help available for these displaced homeless people. Randal will contact them.

Randal is trying to find out if the library renovation grant funds are part of the "unused Covid funds" the White House and Congress are discussing as part of the debt ceiling negotiations. Randal presented a timeline for the proposed building renovation grant:

- May 12, architecture plan - this has begun. Randal asked the city aldermen for \$18,000 to complete this and the engineering plan. They referred the request to the city finance committee.
- May 17, this meeting - Ad Hoc Committee organizing. Randal handed out an Ad Hoc Comm. starter list which included names of people who might be willing to help and had expertise in the areas of Building tradespeople, Steering, Fundraising (there was

discussion about a target amount of money for the library to raise, \$100,000 or more), and Ex officio members. These could be subcommittees rather than one large committee. Barry suggested we need to do some work on a pitch before we ask these people to join. Sharon added that we should have more young people on the committee. Matt B, as a member of the Rutland Young Professionals group, could see if there is interest in that group. Also there may be a conflict with the Paramount renovation effort for some people on the list. Barry would like to have a committee of the Board to meet in the next 2 weeks to work on this.

- June 1, begin engineering plan
- June 22, start capital campaign
- July 1, budget for the renovation -
- July 31, begin writing the actual grant after we get the engineering plan
- Aug. 18, submit the grant

Randal presented the sketches of the ground floor and mezzanine that he emailed earlier and explained how different problems with the current layout would be mitigated by the proposed plan. On the ground floor, the current circulation and new book area would become the children's area with a soundproof wall between that area and the rest of the library. Because of the improvement of the children's area we should keep in mind money that might be available from groups that support children. Of the areas outlined in green, #1 could be a computer area, which could be used in a future pandemic without opening up the rest of the library. The arrows into areas #2 and 3 are possible entrances. The library owns the back lawn and part of the parking lot. The amount of setback needed is still to be determined. Purchase of the church part of the parking lot was also discussed. In the mezzanine, area #21 could be a meeting room and #23 possibly used by RMH. This would open up areas B and C which are now dead end spaces and hard to monitor by staff. Area #22 could remain open. The front of the mezzanine above the proposed children's area could be a teen space.

Committee Reports and Actions:

Financials: We are on budget for 10 months into the Fiscal Year. Financial Review by the Davis and Hodgdon CPA firm is complete and will be distributed for next month's meeting. They have also completed the required filings. We will continue with a similar plan with this firm for the next year. It is difficult to get a full audit without an ongoing relationship with an accounting firm. Matt B moved/ Candice seconded and motion approved unanimously to accept the financial report.

Executive: Jennifer moved/Matt B seconded a motion for the library to pay whatever the city does not pay up to the full amount for the Architecture and Engineering Studies for the renovations.

Personnel: Matt O will get the side letter for the Security Camera Policy completed.

Development: Closing celebration of the summer reading program might be a new opportunity for a fundraiser rather than the book sale.

Building: See discussion under Randal's report

Policy & Planning: Joe reported they have updated the Harassment Policy which will now be presented to the staff. The Finance Committee worked on the Grants Resolution Policy which Policy will take up next.

New Business: Barry presented large modern wall hangings by Dick Weis to be hung in the Fox Room and adjacent hallway. Barry suggested T-shirts with Cellar Sellers as a gift for the Friends of the Library.

Joe moved/Candice seconded to go into executive session with Randal and Amy at 6:44 PM.
MattB moved/Candice seconded out of executive session at 7:00PM.

Adjournment: (Time) 7:01PM

Next Board Meeting: Wednesday, June 21, 2023 @ 5:15 pm