

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

1/17/24

Meeting at Rutland Free Library Fox Room

Attending: Joe Bertelloni__X__; Candice Britt__X__; Matt Britt_X__; Barry Cohen _X_; Kevin Coleman_A_; Clare Coppock _X_; Allyn Kahle _X_; Sarah Marcus__X__; Carolyn Meub_X__; Matt Olewnik__X__; Joanne Pencak__A__; Jonathan Reynolds__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: Darby Gorham, Tiaunna Leddick, Yvonne Brunot, Casey Palumbo

Agenda Addition(s): None

Acceptance of Meeting Minutes: Matt B moved/Candice seconded and the minutes of the 11/15/23 meeting were approved unanimously.

Director & Assistant Director Updates:

Amy: Amy was on VPR lately . A big TY to Janet for working on the Weiss database. Both Casey and Tiaunna are off to a fast start in their new positions. Tasks are being realigned. DPIL is planning their first graduation ceremony culminating in signing the graduates up for their own library cards. Attended the VLA governmental advocacy committee meeting. Is working on making SWAN more searchable. Planning to work on a breakdown of card holders by age.

Randal: encouraged all to read his report. Stats continue to be robust. Still pursuing grants/outreach including pondering a T-Mobile grant. Met with the Friends of the Library, who now have upwards of \$33,000 in their account. Hoping those funds can help update some of the outdated furniture in the library. Looking into the Palace Project which is a downloadable app for foreign materials. Helping plan the VLA Conference to be held May 20th in Killington. Made a presentation at the UU Church. Promoted the VT Humanities online event discussing Toni Morrison's book "Sula". TY to Ken and Joe who did a stellar job at the Rutland Town pre-Town Meeting Day meeting.

Tiaunna introduced herself. She is moving up from a circ desk position to YA librarian and has sent in her applications to get into an MLS program.

Casey introduced herself as the new circulation supervisor.

Financials (report and committee):

Barry presented the financials. There were minor variances in December. Now that we are fully staffed, expect the "under budget" line item for staffing and benefits to go away. Contributions are excellent, having received close to \$29,000 towards our \$33,000 goal. Note on the balance sheet that stocks are up and we have plenty of cash on hand. We are half-way through the year with both revenue and expenses near the 50% range.

Allyn moved/Matt B seconded and the financial report was approved unanimously.

A copy of Davis and Hodgdon's financial compilation was distributed to all "...not aware of any material modifications." A discussion was held regarding the need for a full audit. Per policy, a full audit is not required unless the board requests it. There may be a need if we get a large grant.

Committee Reports and Actions:

Executive: Clare reported the committee met and discussed the non-union staff policy needs a wording review with a lawyer, the hiring of new staff, the Town Meeting status of each town, and committee assignments.

Personnel: Matt O no report

Development: Matt B reported on possible "Murder by the Book" to be pushed off until fall due to Wallingford Library putting on a similar production this spring. Another option "Community Reads" was discussed with a potential date of April. The committee would like input for potential readers and potential donors to this plan, with the idea of having readers in downtown store windows reading, to create awareness and buzz in support of the library. More input is needed and volunteers are welcome to pitch in.

Building: see Ad Hoc Renovation and Expansion Committee

Policy & Planning: Allyn presented the Vermont Room Collection Policy. Amy worked with the librarians on this policy to update it from 2015 and assure that it better reflects what is currently being done, to give flexible room to maintain government entities, info from religious institutions, update the SWAN project, and clarify the digitization process. Matt O moved/ Candice seconded and the following discussion occurred. A question was asked regarding the reason to strip some of the previous responsibilities outlined in the 2015 policy. It was felt that requiring much of these tasks would involve an FT position, and with the internet availability, much of this is no longer necessary. It gets us up to the current level of technology. Acceptance of the policy was unanimous.

Renovation and Expansion Ad Hoc Committee: Clare reported the committee has met and worked on identifying who in the community we want to participate in our outreach as to what the needs/wants of the library are. A subcommittee met and created a survey asking these questions. It will be used next week at the RMS coffeehouse. Discussion will occur as to how to reach other groups identified, as well as making the survey available via a QR code on the library website, Facebook page, and on posters distributed around town.

New Business: Barry discussed committee assignments for all board members. We need to work on our Strategic Plan and discussion ensued on what committee is responsible for updating it, whether we should hire someone, or create a sub-committee. Barry will be contacting each member of the board to get their interest for committee work. Ken did note that he is willing to help with fundraising on the development committee.

Adjournment: 6:28PM

Next Board Meeting: Wednesday February 21, 2024 @ 5:15 pm