

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

May 15, 2024

Meeting at Rutland Free Library Fox Room

Attending: Joe Bertelloni ; Candice Britt ; Matt Britt ; Barry Cohen ; Kevin Coleman A ; Clare Coppock ; Allyn Kahle ; Sarah Marcus ; Carolyn Meub X ; Matt Olewnik X ; Joanne Pencak X ; 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: Allyn Kahle (for Clare Coppock)

Guests: Amanda Munch

Agenda Addition(s): none

Acceptance of Meeting Minutes: Joe moved/Kevin seconded and the minutes from 4/17/24 meeting were unanimously approved.

Financials (Report and Committee): Barry reported that revenues were on budget at the end of the tenth month of the fiscal year. Expenses were very slightly unfavorable due to the \$18,000 that has been spent toward the renovation/grant process. The grant result is expected June 20, 2024, and if we receive the grant, the city will reimburse the \$18,000. Matt B moved/Joe seconded and the financial report was approved.

The finance committee presented the revised Grants Resolution Policy. The only change to the policy is that grants over \$5,000 will be tracked by name and grants less than \$5,000 will be listed as Miscellaneous Grants. This change has been in practice for the past several years already. Allyn moved/Joe seconded and the Grants Resolution Policy was approved.

The finance committee also presented the revised Investment Policy Statement. The second paragraph was added to explain that the policy only pertains to funds which RFL has under its control. Funds that RFL has a beneficiary interest in, such as the Nella Grimm Fox Trust, are managed by a third party. The policy was amended for a few minor errors. Carolyn moved/ Jonathan seconded and the Investment Policy Statement was approved.

Committee Reports and Actions:

Executive: Matt O presented the Policies for the Management Staff of the RFL. This document follows many of the benefits in the union contract. The major changes are in Article 11 - Vacation which includes incentives for management to take at least 2 weeks of vacation and lets them cash in unused hours at the end of the year. Article 10 - Wage Scale was added to formalize the evaluation and pay increase process. An appendix was added about negotiating a salary for a new library director. Matt O moved/ Matt B seconded and the Policies for the Management Staff of the RFL was approved.

Joe presented the revised Confidentiality Policy. This policy needed revision due to a change required by new law regarding libraries. There was also a small language change. Matt B moved/Joe seconded and the Confidentiality Policy was approved.

New Business: none

Matt B moved/ Joe seconded moving into executive session with Randal and Amy to address building issues at 5:53PM. Joe moved/John S seconded moving out of executive session at 6:42PM

Adjournment: 6:43PM

Next Board Meeting: Wednesday June 26, 2024 @ 5:15 pm