

# RUTLAND FREE LIBRARY BOARD OF TRUSTEES

6/26/24

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\_A\_\_\_\_; Sarah Marcus\_X\_\_\_\_; Carolyn Meub\_A\_\_\_\_; 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: Tiaunna Leddick, Jude Endrizal

**Acceptance of Meeting Minutes:** Matt B moved to accept minutes from 5/15/24 meeting with the addition of adding Ken Watson as an attendee. Jonathan seconded and the minutes were approved unanimously.

**Financials (report and committee):** Barry reported RFL financials with 92% of year passed, 90% of income received and 93% of expenses made. End of year expected to balance out as tax money is received. We continue to have increased spending on programs, electronics, and consultants. Investments are doing well. We did move \$48,000 out of Vanguard restricted to spend on programming and personnel, and still have over \$400,00 available in these accounts. Joe moved to accept the financial report, John S seconded, and approved unanimously.

**Director & Assistant Director Updates: Read the Director's Report for full details.**

**Randal:** air conditioner part failure is due to age, looking for replacement part, if not found, replacement could cost up to \$60,000.

S55 addresses a change in the state public meeting law to mandate recording meetings and posting them for at least another month after written minutes have been posted. Discussion ensued whether they could be posted on the website or on YouTube, and if there was a need to take them down.

Website update: Randal requested approval to go with Byte which has a history of designing library websites with insight on the need for patron privacy and several other qualities which the library would need. The proposed cost would be \$45,000 plus another potential \$10,000 to include the genealogy piece. The budget for this project is \$60,000 which is 100% allowable from the Fox Fund. Joe made a motion seconded by Matt B to approve using Byte as our website designer. Matt O acknowledged two members on the board (Joe and John S) who helped with this decision, and fully support this choice. The motion was approved unanimously.

**Amy:** questioned if she needs to prepare a verbal report in addition to the written report.

Suggested to highlight the important pieces for the meeting.

## Committee Reports and Actions:

**Executive:** Matt O reported met to process the feedback from the staff on Randal's evaluation. Committee assignments need to be addressed. Board members are asked to contact Barry with committee interest by the end of the week. Amy questioned how to report her 75hrs of vacation taken each fiscal year. Darby will be asked to report compliance.

**Personnel:** Did not meet

**Development:** Did not meet

**Building:** Randal reported the Rutland Regional Planning Commission has agreed to pay for Hazmat evaluation of 10 Court St. Initial comments included lead paint and asbestos issues, which would need to be addressed with any renovation work. A full report will be made available soon.

**Policy & Planning:** Joe reported the committee met with Carolyn who advised them on the strategic planning process. Again, the issue of committee structure and membership was addressed, with a need to have committees filled out.

**Joe moved to go into Executive Session including Randal and Amy to discuss contractual matters at 5:56PM**

**Out of Executive Session at 6:26PM**

**Adjournment: 6:26PM**

**Next Board Meeting: Wednesday July 17th, 2024 @ 5:15 pm**