

# RUTLAND FREE LIBRARY BOARD OF TRUSTEES

9/18/24

Meeting at Rutland Free Library Fox Room

**Attending:** Joe Bertelloni A; Candice Britt A; Matt Britt A; Barry Cohen X; Kevin Coleman X; Clare Coppock X; Allyn Kahle A; Sarah Marcus A; Carolyn Meub X; Matt Olewnik X; Joanne Pencak X; Jonathan Reynolds A; 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: Ann Bannister, Cathy Solsaa, Leonard DeLorenzo, Kevin Klamm, Yvonne Brunot, Jude Endrizial, Amanda Begin

**Acceptance of Meeting Minutes:** Matt moved/ Carolyn seconded approval of the minutes from 8/21/24 meeting which were approved unanimously.

## **Director & Assistant Director Updates:**

**Amy:** reported Larry Courcelle has taken the window restoration/replication estimates to the city for input on what needs to happen. The initial critical windows are three windows on the first floor on the Court St side. The cost varies from around \$14,000 per window to replace to meet historic guidelines to \$2600 per window to scrape lead paint off and nail the windows shut. To keep staff and patrons safe, work needs to be done to prevent the distribution of lead paint from air flow. With heating season coming, the windows can be kept shut, but there is a heater below at least one window, which presents a risk. Funds to address this is not in the budget, so we need to hear what the city says.

**Randal:** Please read director's report. Randal has been doing work usually done by the Development Committee, which has not been active. He announced "Explosive Hits" an adult speaker series, the first live programming since Covid. He would really like to get at least 50 people to show for this "off the wall" series to exhibit success. He has also started the annual appeal postcard which he would like to get mailed out in early November at the latest. The annual appeal raised \$33,700 in FY24, the goal for FY25 is \$35,000. The special events goal is \$15,000. Discussion revolved around getting the Development Committee back on track. Randal also looked for participation from the board for the Halloween Parade, with the theme being "Adventures in Reading". We will NOT be handing out candy.

**Financials (report and committee):** Joanne reported a summary of the August financials, noting revenue was about \$11,000 less than budgeted (due to contributions/grants being under budget and the need for the Development Committee to get back on track for high profile events, also we have not received the 13th check from the Fox Fund). The expenses were around \$14,000 over budget which included the first payment for website development, \$5000 for air conditioner repairs, and payout to the admin staff. Reminder that when we receive our grant, the city will reimburse us \$18,000 for the work that has been done to apply for the grant. The Finance Committee will come up with a guideline as to how much cash should be on hand.

## **Committee Reports and Actions:**

**Executive:** Clare reported the topics discussed were board member recruitment, the importance of reactivating the Development Committee, the speaker series, Halloween Parade, the feasibility study due 9/13, union contract coming due in 2025

**Personnel:** No meeting

**Development:**

**Building:** Feasibility study has been received. Will invite Casey Gecha to the next ad hoc Renovation/Expansion Committee meeting Thursday 9/26. To be discussed in Executive session.

**Policy & Planning:** Matt reported the Document Retention Policy is up for renewal. The state has standards for municipal libraries that is 17 pages long. We are not a municipal library, so the committee hopes to choose the important pieces for our policy.

**New Business:** At 6:06, Barry moved/Matt seconded going into executive session with Randal, Amy, Ann, Leonard, Kevin, and Cathy to discuss building issues and the FY26 budget.

Out of executive session at 6:39

Matt acknowledged Barry's contribution to the board over the last six years and thanked him for his work.

**Adjournment: 6:42PM**

**Next Board Meeting: Wednesday October 16th @ 5:00 pm, to include the Annual Meeting, followed by the Board meeting at 5:15.**