

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

10/16/2024

Meeting at Rutland Free Library Fox Room

Attending: Ann Bannister ; Joe Bertelloni ; Clare Coppock ; Leonard DeLorenzo ; Allyn Kahle ; Kevin Klamm ; Carolyn Meub ; Matt Olewnik ; Joanne Pencak ; Cathy Reynolds ; Cathy Solsaa ; John Skinner ; Ken Watson ; Randal Smathers ; Amy Williams (X is present, A is absent)

Presiding: Barry Cohen/Clare Coppock **Secretary:** Allyn Kahle

Guests: Casey Palumbo, Janet Clapp, Darby Gorham

Agenda Addition(s): None

New Officers: Barry presented the new slate of officers:

President: Clare Coppock

Vice President: Matt Olewnik

Treasurer: Joanne Pencak

Leonard moved to accept, Kevin seconded and the new officers were accepted unanimously. Cathy Reynolds will be presented as a Board member at the November meeting.

Acceptance of Meeting Minutes: Leonard moved/ Kevin seconded approval of the minutes of the 9/18/24 meeting. Motion approved unanimously.

Financials (report and committee): Barry presented the September financial report as Joanne was not able to attend. The September financials were strong. With 25% of the fiscal year complete, expenses were at 26% and revenue at 22%. Part of the reason for the overage in expenses was payments to consultants and architects for the building project. Revenues were down partially because we have not received some Fox Fund revenue. Matt moved and Kevin seconded and the financial report was accepted.

Barry then presented the proposed budget for Fiscal Year 26. The tax increase is 4.5%. One large increase in expenses is in the health benefits line, up 23.5%. Programming is also up, but this is funded through the Fox Fund. After discussion Leonard moved and Kevin seconded and the FY26 Budget was approved to send to the mayor. Randal will meet with the mayor at which time the budget may be amended. The budget will be finalized at a meeting of the Board of Aldermen in December.

RFL Board President goals: Clare outlined her goals for the year. The first four goals are her priority. 1) Continue the policy updates; 2) Continue with the Director evaluation yearly; 3) Complete work on the new union contract beginning in January; 4) Continue with RFL 21st Century planning; 5) Initiate a board development process with the help of Carolyn Meub; 6) New board member orientation beginning with a meeting and tour of the building on Oct. 30 at 5pm; 7) Reactivate the Development Committee; 8) An Alzheimer Cafe in the library dedicated to Kay Jones

Committee Reports and Actions:

Executive: Matt reported that they had discussed RFL not being chosen as a grant recipient for the U.S. Treasury Capital Projects Grant and the transition of the board leadership. He emphasized how important committee assignments are and encouraged the development of a list of committees and regular meeting dates for the committees that need to meet monthly. Cathy R suggested a list of committees should be sent out to board members so we can be thinking about which committees would be the best fit.

Personnel: Did not meet

Development: Randal passed out copies of the annual appeal postcard. He would like to send it out by early Nov. Darby was asked to send out the address list that is currently being used for board members to update and indicate to which contacts they might want to add a personal comment. Board members were each also asked to give five new names that could be added to the list. Randal will send out an email with possible dates for the envelope stuffing.

Building: Randal reported that the microphone system in the Fox Room is not working. He obtained two bids, one from Atomic Pro for \$6539.03. The other bid was several thousand dollars more. Cathy S moved and Kevin seconded to authorize Randal to accept the bid from Atomic Pro and the motion passed. The Friends of RFL will be asked to contribute to this expense.

Policy & Planning: Allyn presented the Service and Therapy Animals Policy for board approval. After discussion Leonard moved and Ann seconded that the policy be approved with the amendment that the quoted law be referenced or the URL be given at the bottom of the policy. The motion passed.

The work that the committee had done on the Flag Policy and the questions the committee brought to the board about the policy were discussed. Randal said that current practice is people put materials on the bulletin board and when he gets the chance he removes items that are inappropriate. Matt raised the idea that signs should not be political or advocate for one group over another. The library is inclusive and supported by taxpayer funds. The group agreed that the criteria #3 of the policy needs to be revised.

Director & Assistant Director Updates:

Amy: There has been no further action taken on the lead in the windows that she described in her written report. Randal stated that we would get a professional assessment of the amount of lead in the windows.

Randal: Randal said there was too much to discuss about the building renovations, as it was already late, and referred people to the attachment in the board packet: Next Steps re Building. It was suggested that new members may need a meeting to bring them up to date on the building discussion or we could have a Dec. meeting about this topic.

Turnout for the first event in the speaker series was ten participants. Next event is Oct. 23. Likes on Facebook were encouraged to help promote these events.

More information will be coming out about the Halloween Parade. DPIL is participating.

New Business: None

Adjournment: 6:40 PM

Next Board Meeting: Wednesday November 20, 2024 @ 5:15 pm