

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

July 16, 2025 5:15PM

Meeting at Rutland Free Library Fox Room

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

Presiding: Matt Olewnik (for Clare Coppock)

Secretary: Allyn Kahle

Guest(s): None

The meeting was called to order by Matt O at 5:20pm.

Agenda Addition(s): We welcomed Fern Fryer from Rutland Town as a new member of the board. Allyn moved and Kevin seconded to ratify Fern's membership. The motion passed.

Acceptance of Meeting Minutes: Kevin moved and Cathy R seconded to approve the minutes of the June meeting. Cathy R moved and Ann seconded to accept the minutes of the May meeting which had not been approved because we had a special meeting in June. Both motions were approved.

Financials (report and committee): Joanne, Cathy R and Randal all spoke about the amount the RFL was over budget in the end of the year July 2024 to June 2025 financials. Most of this amount will be covered by a transfer from the Fox Fund account. There will be about a \$7,600 deficit after the transfer. Some unbudgeted expenses which contributed to this shortfall were website development which had been budgeted the previous year, unanticipated building repairs, and facility planning. We also did not have a major fundraiser this year. Carolyn asked if we should prepare a statement for the Board of Alderman to clarify the overspending. Randal explained that Darby had already begun working on a statement. The final numbers are not in for all the accounts. The '26/'27 budget will be voted on in October. Ann moved and Cathy S seconded to approve the June financial statement. Motion carried.

Committee Reports and Actions:

Executive: No one who attended the Executive Comm meeting was prepared to report

Board Development: Carolyn is working on by-law issues with Clare about the nominating process

Personnel: Reported in Executive session

Development: There was a discussion about the quilt raffle tickets. Some members had sold tickets. Darby has recorded about \$400 in sales at the library. Amy stated that there had been about 4 ticket sales from the internet. Everyone is encouraged to sell as many tickets as possible. The event for drawing the winner of the quilt will be the subject of the next meeting of the committee. The Development Committee currently has no chairperson. Fern will be on the

Development Committee. Matt is moving from the Policy Committee to Development. He will send out an email to arrange the next meeting of the committee.

Policy & Planning: Allyn stated that the committee had not met in July. They are planning to work on a Programming Policy. Amy will address it with the staff and then bring it to the committee.

21st Century Library: The committee did not meet, but Randal stated that work is moving ahead with WLA architects. We have finalized the contract with the architects and the building program is waiting on one statistic before completion. The program is due to be submitted to the architects on Friday. The architects have done 3-D scanning at 88 Merchants Row in order to make the models of their plan. We are on schedule to receive the architect's plan by Oct. Randal described the job of library planner Barbara D-W. David Allair has agreed to be the contact from the Board of Aldermen to the 21st Century Library Committee.

Director & Assistant Director Updates:

Amy: Amy asked if there were any questions about her written report and there were none.

Randal: Randal described past and future outreach projects. He has done one Friday Night Live with DPIL folks and plans to do a second one on Aug. 1. RFL will also have a presence at Sidewalk Sale Days Aug. 23 and Rutland Town Day. Randal described the Whoopie Pie Fest Sept. 13. We would need to make 250 whoopie pies. Cathy S suggested we could make them live on Peg TV the night before. He passed around a description on which we could sign up as bakers or vendors at the event. Randal suggested that if we want to be part of the Halloween Parade we should start early this year.

The Friends of RFL donated \$7,900 for a new coin box for the printer and \$4,300 for library swag. Their donation is much appreciated.

Matt asked about staffing. Randal explained that we had lost two circulation staff members in the last six months. Casey will be having interviews next week and within a month we should have a new 37.5 hour position filled. It will take Casey about 3 months to train the person who will work on and off the desk. After that we will be hiring a 12.5 hour circulation position who will only work on the desk. We have fewer physical circs than in years past and Randal feels that after hiring these two positions we will be adequately staffed.

There was a question about when the various committees meet. Policy meets the second Tuesday of the month. Personnel meets as needed. Development will be setting a regular date. The Executive Committee meets the Tuesday before the board meeting. Randal will pull together a list and send it to all board members.

Executive Session: Lenny made a motion and Russell seconded that we move to executive session including Randal and Amy. Motion approved at 6:23pm. Joanne moved and Cathy R seconded that we come out of the Executive session. The motion was approved at 6:40pm.

Kevin moved and Cathy S seconded that we ratify the contract between the RFL Board of Trustees and the Rutland Library Chapter of Local 1201, Council 93, AFSCME, AFL-CIO for July 1. 2025 to June 30 2028. Motion approved.

New Business: None

Adjournment: 6:45 pm

Next Board Meeting: Wednesday, Aug. 20, 2025 @ 5:15 pm