

**RUTLAND FREE LIBRARY BOARD OF TRUSTEES**  
**October 15th, 2025 5:15PM**  
**Meeting at Rutland Free Library Fox Room**

**Attending:** Ann Bannister\_X\_\_\_\_; Gabi Bourassa\_X\_\_ Clare Coppock\_X\_\_\_\_; Leonard DeLorenzo\_X\_\_\_\_; Fern Fryer\_X\_\_\_\_; Russell Glitman\_X\_\_\_\_; Jeanne Kirbach\_X\_\_\_\_; Kevin Klamm\_X\_\_\_\_; Carolyn Meub\_A\_\_\_\_; Matt Olewnik\_X\_\_\_\_; Joanne Pencak\_X\_\_\_\_; Cathy Reynolds\_X\_\_\_\_; Cathy Solsaa\_X\_\_\_\_; John Skinner\_A\_\_\_\_; Randal Smathers\_X\_\_\_\_; Amy Williams\_A\_\_\_\_ (X is present, A is absent)

**Presiding:** Clare Coppock

**Secretary:** Gabrielle Bourassa

**Guest/s:**

Bill Wiles, Allyn

## **Agenda Additions**

The board voted to confirm the officers for the upcoming term. Clare will continue as president, with Russell serving as vice president, Gabi as secretary, and Joanne handling financials.

Kevin moved and Lenny seconded. Motion approved.

## **Acceptance of Meeting Minutes**

The board approved the September meeting minutes with one important correction. The phrase "racial literature" was changed to "racist inserts" to accurately reflect that pieces of paper had been left in books rather than suggesting the books themselves contained racist content.

Kevin moved and Cathy S. seconded. Motion approved.

## **Financial Report**

The library has seen strong community support through recent fundraising efforts. The quilt raffle brought in \$3,700 and the Whoopie Pie Fest generated \$1,000. The Friends of the Library continue their generous support, funding items including a new logo, children's mobile shelves, and a new kiosk. The library also received a bequest from Kirby, which has been designated for the capital fund.

Staffing and benefits remain on budget, with actual spending now tracking closer to budgeted amounts than in previous years. The library is incurring increased expenses for exploring building alternatives, which will continue. A new capital projects fund line item has been created, though interest hasn't yet been designated to this fund.

The FY 26/27 budget reflects more cautious financial planning. The board discussed spending strategies with the librarians. This more conservative approach aims to reduce unnecessary drawdown of the Fox fund, which has approximately seven to ten years remaining with careful spending. Increased fundraising efforts should eliminate the need for significant tax increases for taxpayer towns in the future. The FY 26/27 budget requests a 5.5% increase from taxpayer towns.

Building repairs are expected to exceed budget, which raised questions about financial responsibility. Since the library building is not owned by the library itself, the board discussed when the library should pay for repairs versus when the city should be responsible. Currently, the city pays on a case-by-case basis, but if the library has to wait for city approval and funding, programming may suffer. The board discussed a previous lease agreement with the city and the city's responsibility for building upkeep.

Cathy S. made a motion to approve the budget and Lenny seconded. Motion approved.

## Committee Reports

The **Executive Committee** announced that committee assignments are coming up.

The **Nominating and Governance Committee** welcomed Bill Wiles as the new Rutland town representative.

The **Personnel Committee** reported that the contract has been signed.

The **Development Committee** met on September 29th to discuss the annual appeal postcard campaign. Cathy R. reached out to past and present board members requesting donations toward the match goal of \$17,000 for all donors. The current total stands at \$16,950. The Friends have designated \$2,000 specifically for new donors only. To access new donors, the committee has compiled a list of new community members from house purchase records over the last two years. Board members may be tasked with adding five to ten new names to the mailing list. Envelope stuffing is scheduled for November 2nd at 11:00am.

The committee is planning a "Murder by the Book" fundraiser for spring 2026, with more details to come. They're also beginning planning for a capital campaign related to the 21st century library move.

The **Policy and Planning Committee** welcomes Matt's return and will have the programming policy on the agenda for their next meeting.

The **21st Century Library Committee** is meeting next week on October 23rd at 4:00pm to discuss next steps.

The **Strategic Planning Committee** is conducting a meeting including a SWOT analysis, have created a questionnaire for consultants, and are setting up interviews. The committee is

gathering resource materials and information about the library and community, including a comparison between Rutland and Burlington libraries. They're also reviewing strategic plans from other communities to create a path forward. Committee members are encouraged to attend a webinar series running 1:00-3:00pm starting November 6th and continuing for the following two Thursdays. The next meeting is scheduled for October 29th.

The **Building Committee** will meet at 4:00pm before the monthly board meeting.

## **Director Updates**

Randal's report focused on homeless outreach initiatives. The library is considering allowing the Fox Room to be used as a temporary extreme cold weather shelter when temperatures are dangerously low. Professional supervision must be secured for this purpose. The library will be closed before anyone uses the space for shelter, eliminating any overlap between library staff or visitors and shelter users. The board approved a motion to support this use of the library.

Cathy S. moved to approve this use of the library's Fox room and Lenny seconded. Motion passed.

**Exec Session: none**

**New Business: none**

**Adjournment: 6:47pm by Clare Coppock**

**Next Board Meeting: Wednesday, 11/19, 2025 @ 5:15 pm**