

# **RUTLAND FREE LIBRARY BOARD OF TRUSTEES**

**Sept. 17, 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\_\_; Allyn Kahle \_X\_\_; Kevin Klamm\_X\_\_; Carolyn Meub\_X\_\_; 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:** Allyn Kahle

**Guest/s:** Heather Ruelke

The meeting was called to order by Clare at 5:15pm.

**Agenda Addition(s):** The board viewed a video about a recent donor to the library.

**Acceptance of Meeting Minutes:** Kevin moved and Ann seconded to accept the minutes of the Aug. 20, 2025 meeting. Motion approved.

**Financials (report and committee):** Joanne presented the Board Summary first. She noted the Friends of the RFL donations on the income side offsetting the purchases of the printer kiosk and the staff bonuses. The Whoopie Pie Festival brought in about \$1000 and the Quilt Raffle has sold more than \$2200 in tickets. The Quilt will be raffled on Sept. 20 from 3-4pm outside of the library. Cathy S notified the Maple Leaf Quilters who donated the quilt and they will make a short speech at the event.

Joanne asked for a motion to put most of the latest large donation in a designated Capital Project Fund. The board will be able to change the designation in the future if the funds are needed. The fund could serve as a basis for a capital campaign one day. It would also preserve the money so it would not be depleted on other smaller projects. It was also proposed that some of the money could be spent on initiatives for the staff and this will be discussed in the Finance Committee at a later date. Cathy S moved and Russell seconded that we designate the money to a Capital Project Fund. The motion carried.

Randal presented the draft FY2027 budget. The percentage increase for the five member towns is 5.5%. There is an unfilled 12-hour circulation position included, which may be removed if needed. There is a new line item for \$3000 for Child Care Tax which could be charged 50% to staff, but RFL is covering. All of the money that RFL collects from Rutland City and the member towns goes toward staff and benefit costs. The proposed budget decreases Fox Fund spending in order to make the fund last longer into the future. Randal is scheduling budget meetings with the librarians. Windows 10 computers are becoming obsolete and will need to be replaced. Building maintenance costs are difficult to estimate. Overage in those costs generally come from our reserves. Cathy S asked if we were in the TIF District and if funds might be available. Randal said probably not at 10 Court St, but possibly if we moved downtown. Kevin moved and Lenny seconded a motion to approve the draft budget. The motion carried. Randal said the next step is to present the budget to the mayor.

**Committee Reports and Actions:**

**Executive:** Clare reported that the Executive Committee discussed Randal's evaluation with him. One suggestion was for Randal to delegate appropriate tasks to Amy and Casey. Randal agreed to report quarterly to the Executive Committee on his efforts to delegate.

The committee also discussed the need for a Building Committee to be restarted. It was noted that members with building experience are needed. Adam Giancola and Larry Courcelle were suggested as possibilities. Members do not need to reside in the five member towns. Clare asked members to contact her if they would like to volunteer for the committee.

**Nominating/Governance:** Carolyn reported that the skill we most needed on the board was fundraising. She suggested Gina Grove might be able to provide training to the board in this area. Joe B, a Rutland Town member, has resigned from the board. He is talking to a possible replacement who we could suggest to the Selectboard. Carolyn emphasized that we need to be aware when seeking a replacement that they have the skills we need.

**Personnel:** Amy is working on edits to the CBA.

**Development:** The members set a meeting of Sept. 29 at 5:30pm. The annual appeal postcard needs to be created. The colorful poster of RFL statistics which Russell constructed could be used in part for the appeal postcard. Clare asked for volunteers to search the list of new homeowners in Rutland for the RFL donor list. The Friends have agreed to pledge \$2000 toward a New Donors Match for the campaign.

**Policy & Planning:** Allyn presented the changes to the Association Bylaws the committee is proposing to be voted on at the Oct. Association Meeting. The main changes are changing the name of the Nominating Committee to the Nominating/Governance Committee; listing the standing committees of the board; not requiring non-board members of committees to be members of the Association; and adding Past President as an Officer to support the incoming President of the Board.

**21st Century Library:** Clare reported that the architects presented two drawings of proposed floor plans for 88 Merchants Row. Both drawings placed the library on two floors which would increase staffing costs. The committee asked the architects to design a plan with the library on a single floor. They also asked the architects to prepare a cost estimate for 88 Merchants Row and for the most recent plan for remodeling 10 Court St. David Allaire is our liaison with the city. The mayor has assured us that even though state employees are returning to the office, state workers would still fit into the top two floors of 88 Merchants Row. Clare made a presentation to the Board of Aldermen on Monday night. Another presentation is not planned until we have more information and drawings. There was a discussion of ways the library has worked together with the Rutland Schools in the past and how they might do so in the future.

**Ad Hoc Strategic Planning Committee:** Russell stated the committee is scheduling meetings with four possible consultants. They are also developing a questionnaire to be used in the process. Russell has also contacted the VT Dept of Libraries for their assistance.

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

**Amy:** Amy was not at the meeting. See the Director's report for her comments.

**Randal:** The solution to the staircase problem of locking the door did not work out.

Randal has been researching grants to remove the 33-year old inground oil tank which is past its life span.

No recurrence of racist inserts has occurred. Randal is keeping an eye on that section of the stacks.

Gabi has designed a bookmark using the Canva program. She is in the process of signing the library up for a free nonprofit membership for the Canva platform.

**New Business:** None

**Adjournment:** 7:00pm

**Next Board Meeting:** Wednesday, Oct. 15, 2025 @ 5:15 pm