

RUTLAND FREE LIBRARY BOARD OF TRUSTEES

January 21, 2026 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__; Joanne Pencak__A__; Cathy Reynolds_X__; Cathy Solsaa__A__; Randal Smathers__X__; Bill Wiles__X__; Amy Williams __X__ (X is present, A is absent)

Presiding: Clare Coppock **Secretary:** Gabrielle Bourassa

Guest/s: Patrick Griffin

Agenda Additions

- September minutes missing motion wording - Clare to email Gabi with details (Cathy R motioned, Clare seconded, approved)
 - “We designate the large donation of funds into a Capital Funds Project for the planning, design, and construction of a 21st Century Library.”
- Consideration of offering the Louise Penny play

Meeting Minutes

- **November minutes approved (Kevin motioned, Lenny seconded, approved)**
- **Ad hoc December meeting minutes approved (Kevin motioned, Lenny seconded, approved)**

Financials

- **Annual Campaign Update:**
 - 21 new donors acquired
 - 45 recaptured donors (previously lapsed donors who returned)
 - \$46,000+ raised to date
 - Match goal successfully met with sufficient donations
- **Financial report approved (Lenny motioned, Kevin seconded, approved)**
- No other specific items requiring highlight

Committee Reports

Executive Committee

- Budget updates and addition to Ira ballot in progress
- Matt O. resigned from the board, creating 2 total open board positions
- Patrick may be joining the board to fill vacancy

Nominating/Governance

- Committee did not meet this period

Personnel

- Actively seeking new committee members

Development Committee

- **Murder Mystery Event - Rum Runners:**
 - Working on securing actors and costumes for the event
 - Posters being designed and will be sent to printer
 - Programs and tickets also in production
 - Seeking event sponsors - letter/poster materials being prepared for sponsor solicitation
 - Silent auction items needed for the event
 - Update: Clare reached out to Syrian community members about catering/providing food for the event
- **Fundraising Initiatives with Gina Grove:**
 - Valentine's campaign: Goal of 172 valentines ready to send by deadline of 2/11/26
 - May need additional board member assistance with valentine-making depending on how many the children are able to complete
 - Circulation desk staff will handle envelope stuffing
 - Darby will print addresses for envelopes
 - Working on comprehensive 12-month fundraising plan
 - Recommendation to consider creating a capital campaign committee within the development committee structure
 - Library Giving Day approaching as another fundraising opportunity
 - Discussion about establishing a dedicated budget for the development committee to support fundraising initiatives

Policy & Planning

- Committee needs to name a new chairperson
- Also seeking new committee members
- Document review process in good shape and on track
- Upcoming documents for review:
 - Document retention policy
 - Social media policy
- **Retiring documents:**
 - "Law of Libraries" document (no longer exists as legislation)
 - **Motion to retire the Law of Libraries document (Bill motioned, Jeanne seconded, approved)**

21st Century Library

- Committee did not meet this period

Strategic Planning

- Developed list of 5-6 key questions to be used in stakeholder interviews
- All key leaders have been sorted into priority groups: A (highest priority to interview), B, and C
- Interviews must be completed by February 25th
- Board members should sign up to conduct interviews with key leaders
- Scheduled meetings:
 - February 5: Meeting with Joan Gamble (consultant) and staff
 - February 11: "Hopes and Fears" session with Joan, staff, and board members

Building Committee

- Cathy R will distribute her notes from this month's building committee meeting
- Oil tank replacement project:
 - Estimated cost: \$15,000-20,000
- Clare, Randal, and Cathy R met to identify and prioritize higher-priority items from the building issues list to address first

- RFL proposing multiple projects to the city for funding consideration:
 - Window replacement project
 - Oil tank replacement
 - Critical needs projects

Director & Assistant Director Updates

- State delegation meeting scheduled: February 2, 8:00-9:30 AM
 - Requesting board assistance with meeting preparation
 - Setup help needed at 7:30 AM (30 minutes prior)
- RFL has been added to the list of 10 significant economic projects in Rutland County

New Business

- Proposal to create a comprehensive committee meeting calendar
 - Will specify when and where each committee meets
 - To improve coordination and attendance

Meeting Details

- **Adjourned: 6:35 PM by Clare**
- **Next Board Meeting: Wednesday, February 18, 2026 at 5:15 PM**